



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 10, 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

OBSERVATIONS AND DISCUSSIONS:

A construction meeting was held at 1:30 p.m. on Tuesday, August 10, 2004. There was a review of the previous construction meeting minutes dated August 3, 2004.

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

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 are currently being condensed into one report with Architects office waiting for its editing and return by AEI. It will be emailed to Contractor as soon as Architects office receives it. 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.
▪ There is a potential for water service interruption on the water main along Kirby Drive during the final tie in, as well as possibly Marshall water line re-relocation.

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 insulating, all areas, is continuing. Installation of recessed heating ceiling panels will start the last week of August. Installation of ground floor compressed air will be complete the first part of next week. Work on grills and diffuser drops is continuing through the end of this week. Installation of fume hoods is scheduled to start Thursday, this week. Work on installing the cold rooms is proceeding. Piping of the casework is ongoing. Wiring of the fume hoods is ongoing. Installation of the elevator equipment continues. Dry wall, ground floor, will be complete mid next week.

MAM ▪ **Area B.** Installation of ground floor heating will be complete this week. Penthouse cooling work will be complete this week. Penthouse heating/hot water is ongoing. Installation of casework and countertops on the first floor will be complete this week. Installation of metal panels on the west end will be complete mid week. Work on Penthouse 300 louvers will start the end of this week through mid next week. Installation of ducts and mains in Penthouse is ongoing. Mechanical piping, ground floor mechanical room, will be complete the end of next week. Installation of casework plumbing is ongoing. Work on receptacles and lighting on the second floor will be complete this week. Ceramic tile, first and second floor bathrooms, is scheduled to start tomorrow. Exterior slate caulking will be complete this week.

- MAM** ▪ **Area C.** Sheet rocking ceiling at Commons area will start next week. Installation of ground floor heating continues through next week. Accura wall will be complete the end of next week. Stainless steel fume ductwork, second floor, continues through this week. Electrical pulling of wires on the ground floor will be complete this week. Electrical rough-in ceilings at Commons area will be complete this week. Framing of the exterior soffits at the Kirby Drive roadway continues through next week. Installation of electrical light fixtures at the roadway are scheduled to be done the end of next week.
- MAM** ▪ **Area D.** Installation of aluminum doors on the ground floor starts tomorrow through next week. Demolition of door opening, Life Science, will be done this week. Work on Allworth Tunnel steam is ongoing. Setting of the cooling tower is scheduled for Wednesday of next week.
- AEI Jeff Parker** 6. Greg asked the engineers to check, one more time, for access for above ceiling ducts in the Commons Area for compliance with the Contract Documents and Standards.
- MAM** 7. Architect instructed the Contractor to review change orders to date for taxed line items.
- RBJ** 8. Relative to item no. 6 of the previous meeting minutes, Corridor 50 will receive a 2-hour rated suspended acoustical tile ceiling. Material selection is being considered by Design Team.
- AEI** 9. Relative to item no. 8 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** 10. Relative to item no. 9 of the previous meeting minutes, Contractor needs to forward his PCO for the repair work caused by recent vandalism.
- MAM** 11. Relative to item no. 10 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** 12. Relative to item no. 11 of the previous meeting minutes, Architect requested that the Contractor forward, as soon as possible, the results of duct testing, all floors completed.
- MAM** 13. Relative to item no. 12 of the previous meeting minutes, Architects office will be requesting a sample of floor coating for the epoxy floors.
- MAM** 14. Relative to item no. 13 of the previous meeting minutes concerning delivery of the Owner purchased second cooling tower, Greg Ewald reported that the tower should arrive the morning of August 18th.
- SJA** 15. Relative to item no. 14 of the previous meeting minutes, Architect received information on the entry floor mats, the Design Team is reviewing.
- MAM** 16. Relative to item no. 15 of the previous meeting minutes, Contractor has been instructed that the siding is to be painted with paint, per siding manufacturers recommendations. Subcontractor intends on using PPG. They are to dead-match the color of the louvers.
- SJA** 17. Concerning item no. 16 of the previous meeting minutes, there will be a need for a ladder and access door for the governor. Architect is reviewing and will issue a proposal request.

- MAM, Greg Ewald** 18. Relative to items no. 19 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** 19. **Relative to item no. 20 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** 20. Concerning item no. 21 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.
- Contractor needs to complete the three occupy able rooms and have those punch listed out by the Architect as soon as possible.
- Greg Ewald** 21. Relative to item no. 23 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** 22. Relative to item no. 24 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. The emergency receptacle cover plates are to be engraved on the stainless steel plate. The remainder of the receptacles do not call for engraving, therefore Architect is recommending that an adhesive stencil be applied to the back of the receptacle plate, clear tape, black letters. Greg Ewald is to review.
- AEI** 23. AEI is to review and forward proposal request language for heating of the soffit of Area D, on the east side.
- Greg Ewald** 24. Contractor requested that the Greg review the clearance between the seat wall and the corner of the existing building on the west side of the site.
- MAM, AEI** 25. Above ceiling Substantial Completion Inspection, Area A, is scheduled by AEI for September 1st and 2nd.
- SJA** 26. Greg has asked for the load rating on the wall bracketed epoxy resin countertops.
- All Contractors** 27. 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 28. The next construction meeting will be held Tuesday, August 17, 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[®]		August							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	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
	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 recessed ceiling panels															x	x	x	x	x		
Jamar - Fitters	Install gr. flr. Comp. air				x	x	x		x													
Jamar - Tinnners	Grill & diffuser drops	x	x		x	x																
Lance Inc	Install fume hoods				x	x			x	x	x	x	x									
Norlake	Ship & install cold rooms	x	x	x	x	x			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		
API	Wire fume hoods	x	x	x	x	x			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												
	Area B																					
Jamar - Fitters	Install heating - ground floor	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																
HKL	Install metal panels-west end	x	x	x																		
Jamar - Tinnners	Install louvers in Pent. #300					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		
AGO	Install piping-Gr. Flr. Mech.rm.	x	x	x	x	x			x	x	x	x	x									
AGO	Install casework plumbing	x	x	x	x	x			x	x	x	x	x			x	x	x	x	x		
API	Install rec & lighting - 2nd floor	x	x	x	x	x																
Contract Tile	Ceramic tile 1st&2nd bathroom			x	x	x			x	x	x	x	x			x	x	x	x	x		
Harbor City	Caulk exterior slate	x	x	x	x	x																
	Area C																					
Minuti Ogle	Rock ceilings @ 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									
Jamar - Tinnners	S. S. fume duct - 2nd floor	x	x	x	x	x																
API	Pull wire - ground floor	x	x	x	x	x																
API	Rough-in ceilings @ commons	x	x	x	x	x																
Minute-Ogle	Frame ext. soffits & roadway	x	x	x	x	x			x	x	x	x										
API	Install light fixtures@ roadway			x	x	x			x	x	x	x	x									
	Area D																					
HKL	Install aluminum doors-gr. Flr.			x	x	x			x													
Mortenson	Demo door opening-Life Sc.		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												

UMD Science Building Project #031007
3 Week Schedule

MORTENSON[®]		August							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	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
Ulland	Mobilize for Final Sitework								x	x	x	x	x			x	x	x	x	x		