



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 17, 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
Brian Morse -STANIUS JOHNSON architects
Dan Pennington -M.A.Mortenson
Bob Braun -M.A.Mortenson

OBSERVATIONS AND DISCUSSIONS:

A construction meeting was held at 1:30 p.m. on Tuesday, August 17, 2004. There was a review of the previous construction meeting minutes dated August 10, 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 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, 100, 102, 103, 104, 105, 106 & 107. **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 23, for the north side of the over pass.
- 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:

MAM

- 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 fume hoods has begun on the second floor. Cold room installation 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 this week. Excavation for the seat wall has begun.

MAM

- **Area B.** Installation of the compressed air system on the ground floor is ongoing. Penthouse heating/hot water is ongoing. Installation of wood panels has begun. Installation of casework and countertops on the first floor continues through this week. Work on Penthouse 300 louvers is ongoing. Installation of ducts and mains in Penthouse is ongoing. Mechanical piping, ground floor mechanical room, is ongoing. Installation of casework plumbing is ongoing. Ceramic tile, first and second floor bathrooms has begun.

MAM

- **Area C.** Sheet rocking ceiling at Commons area is awaiting final inspection. Installation of ground floor heating continues this week. Accura wall installation continues. Stainless steel fume hood ductwork, second floor, continues. Installation of wood panels is scheduled to start next week. Framing of the exterior soffits at the Kirby roadway continues. Installation of electrical light fixtures at the roadway will start this week. Excavation for the water line and stoops is scheduled for next week.

MAM

- **Area D.** Installation of aluminum doors on the ground floor is scheduled to be complete this week. Work on Allworth Tunnel steam is ongoing. Setting of the cooling tower is scheduled for tomorrow, August 18th.

- AEI Jeff Parker, SJA** 6. Relative to item no. 6 of the previous meeting minutes, Bob indicated that the University Inspectors have inspected the work above the ceiling in the Commons Area. In addition, the ductwork has been pre-balanced. Greg requested that the Architect and Mechanical Engineer discuss one more time the requirement for access panels above the ceiling.
- MAM, SJA, John Rashid** 7. Relative to item no. 7 of the previous meeting minutes regarding taxable items on change orders, Dan Pennington requested a meeting with the Architect and John Rashid.
- MAM** 8. Relative to item no. 8 of the previous meeting minutes, a proposal request has been issued addressing the issue of a 2-hour rated suspended acoustical tile ceiling system in Corridor 50, at the exit passage way.
- AEI** 9. Relative to item no. 9 of the previous meeting minutes regarding the mechanical flex connections in Area B Mechanical Room, Dan Pennington indicated his contractors all believe that it is full compliance with Contract Documents. The Architect will discuss this issue with Bart at AEI and confirm that it meets the University Standards.
- MAM** 10. Relative to item no. 10 of the previous meeting minutes regarding the PCO for the repair work caused by recent vandalism, Dan Pennington indicated that he is revising the PCO and will be submitting it within the week.
- MAM** 11. Relative to item no. 11 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. 12 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. 13 of the previous meeting minutes regarding the epoxy floor finish at the Penthouse, the Architect has received and approved a sample. However, this will be reviewed with the Owner with a consideration for eliminating the epoxy floor covering as a means of freeing up funds to apply to the quarteite floor at Stair 3 & 4.
- MAM** 14. Relative to item no. 14 of the previous meeting minutes concerning delivery of the Owner purchased second cooling tower, the tower is scheduled to arrive the morning of August 18th.
- Greg Ewald** 15. Relative to item no. 15 of the previous meeting minutes, Architect received information on the entry floor mats, discussed it with Greg Ewald, and is awaiting Owners input.
- MAM** 16. Concerning item no. 17 of the previous meeting minutes regarding the ladder access for the elevator governor, the Architect has released a proposal request.
- MAM, Greg Ewald** 17. Relative to items no. 18 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.
- Dan Pennington indicated that he is preparing a matrix of the training needs for all to review.

- MAM** 18. **Relative to item no. 19 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.**
- Dan Pennington indicated that all O&M Manuals are scheduled to be received by Mortenson no later than Friday, August 20th.**
- MAM** 19. Concerning item no. 20 of the previous meeting minutes regarding the completion of the steam work in the Allworth Tunnel, Bob indicated that they are to be complete the week of August 23rd, and that move-in can commence that week.
- The Architect will perform a punch list of those rooms prior to complete move-in.
- Greg Ewald** 20. 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.
- MAM** 21. Relative to item no. 22 of the previous meeting minutes regarding the labeling of the electrical outlet plates, Greg Ewald indicated that it will be acceptable to the Owner that all labeling is placed on the inside of the cover plate. The originally submitted white label with black letters will be acceptable.
- MAM** 22. Relative to item no. 23 of the previous meeting minutes regarding the heating of the soffit of Area D on the east side, the Architect has instructed the Contractor to proceed with the installation of a unit heater in that space. Pricing is to follow.
- SJA, MAM, Greg Ewald** 23. Relative to item no. 24 of the previous meeting minutes regarding the clearance requirements between the seat wall and the corner of the housing, Greg Ewald indicated a need for a 9'-10' clear space. The Architect will coordinate this with the Contractor and Greg Ewald, onsite.
- MAM, AEI** 24. Relative to item no. 25 of the previous meeting minutes regarding the substantial completion inspection of Area A above ceiling work, Bob indicated that a preliminary inspection has been done and the substantial completion inspection is still scheduled for September 1st and 2nd by AEI.
- SJA** 25. Greg has asked for the load rating on the wall bracketed epoxy resin countertops.
- SJA, RBJ** 26. Dan noted that he has received a preliminary, not for construction, drawing for the footing for the art work. The approximate size is 40' x 30', and will require a specific location and orientation drawing by the Architect. Greg Ewald indicated there are utilities within the general area of the artwork location which will need to be coordinated. The Architect will follow up with the Artist and RBJ on this item.
- UMD, MAM** 27. It was noted that the signage shop drawings have been forwarded to the Architect. The Architect has forwarded to the Owner a signage schedule looking for desired copy at each room. Dan also noted that Glenwood Communications is looking for specific information on the requirements for the directory sign.

- All Contractors** 28. 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** 29. The next construction meeting will be held **Tuesday, August 24, 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.



Brian Morse, AIA
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
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