



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: **September 7, 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, September 7, 2004. There was a review of the previous construction meeting minutes dated August 31, 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
Jeffrey E. La Tour, AIA
Deanna Schmidt, CID

o Duluth

1831 East 8th St.
Duluth, MN 55812
P 218.724.8578
F 218.724.8717

o St. Cloud

2035 15th St. N.
St. Cloud, MN 56303
P 320.253.2100
F 320.253.2269

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** 2. Relative to item no. 2 of the previous meeting minutes, Architects and Engineers consolidated Field Reports/Correction List (last update 8/9/04) was distributed to the Contractor on 8/24/04.
- 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, 102, 103, 104, 105, 106, 107, 108, 109 & 110.
Contractor is to respond to these proposal requests as soon as possible.
4. Disruption avoidance issues:
- MAM**
 - The 12" waterline work is scheduled to start today, Tuesday September 7th, immediately following this will be the road work.
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.
 - **Area A.** Insulating duct and pipe, all areas, is continuing. Work on ground floor condensate is proceeding through the end of next week. Installation of fume hoods, first and second floors, continues through next week. Installation of stainless steel ductwork to the fume hoods continues. Work on air handling units 1 and 2 supply plenum on the ground floor is proceeding through the end of this week. Installation of ceilings after the hood and ductwork installation is continuing. Installation of grilles, registers and diffusers, all floors, is proceeding. Work on the cold rooms continues through the end of this week. Installation of plumbing within the casework continues through the end of this week. Plumbing of the fume hoods is ongoing. Installation of light switches and receptacles is proceeding through the end of next week. Work on the elevator equipment is continuing. Dry walling of the ground floor continues through the end of this week. Installation of sun screens has started.
- MAM**
 - **Area B.** Installation of condensate in the penthouse is proceeding. Work on condensate on the second floor is also proceeding. Taping and sanding elevator fronts continues through the end of this week. Casework and countertops, first and second floor, continues through the end of this week. Installation of wood panels is proceeding through the end of this week. Work on ducts and mains in Penthouse 300 is ongoing. Installation of casework plumbing continues through the end of next week. Ceramic tile, first and second floor, will be complete this week. Installation of light switches and receptacles is proceeding through the end of next week. Backfilling of the exterior seat wall should be complete today.
- MAM**
 - **Area C.** Installation of casework, second floor, will be complete by the end of this week. Installation of aluminum doors continues through this week. Work on wood panels is ongoing. Installation of stainless steel wall guards is continuing after wood panel installation. Light switches and receptacle installation continues through the end of next week. Excavation for the water line, stoop and roadway is ongoing.

- MAM** ▪ **Area D.** Installation of metal panels at the soffit area continues through the end of next week. Framing of the skyway and east soffit continues through the end of next week. Work on Allworth Tunnel heating is proceeding.
- John Rashid, MAM** 6. Relative to item no. 6 of the previous meeting minutes regarding the PCO for vandalism repair, this will be handled direct outside of this Contract between the University and Mortenson.
- MAM** 7. Relative to item no. 7 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** 8. Relative to item no. 8 of the previous meeting minutes, Architect requested that the Contractor forward, as soon as possible, the results of duct testing, all floors completed.
- MAM** 9. Relative to item no. 9 of the previous meeting minutes, Architect has issued a letter of 8/27/04 to MAM outlining requested revisions to the epoxy floor system in various areas to hopefully apply to quartzite floors in Stairs 3 & 4.
- Greg Ewald, MAM** 10. Relative to item no. 10 of the previous meeting minutes, MAM is to contact their flooring sub-contractor to get pricing and samples of the 3M 9100 Nomad product for the Kirby Vestibule only. Greg indicated that the recessed mat should go with the design links and/or power links product currently utilized by the University. Architect requests University confirmation on product manufacturer.
- MAM, Greg Ewald** 11. Relative to item no. 11 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.
- Sebesta Blomberg, Greg Ewald** 12. Also relative to item no. 11 of the previous meeting minutes, Dan Pennington has prepared a matrix for training needs for all to review. In addition, the training mechanical and electrical training plans were sent from MAM to Architects office who in turn sent all copies direct to Greg Ewald for his review and approval by Sebesta Blomberg since it does appear in their section of the Specifications, not in AEI's.
- AEI, Sebesta Blomberg, Greg Ewald** 13. Relative to item no. 12 of the previous meeting minutes, Architect has sent a complete set of the Mechanical and Electrical O&M Manuals to AEI for their review and comment. Mortenson retains a set in their trailer. Two sets have been given to the University, one set for their review and comment and one set to be forwarded to Sebesta Blomberg.
- MAM** 14. Greg indicated that the Tunnel door has been damaged and the swipe card has also been damaged. MAM is to review and make appropriate repairs.
- Greg Ewald** 15. Relative to item no. 14 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** 16. Relative to item no. 17 of the previous meeting minutes concerning the bracketing of the epoxy resin countertops, Architect is reviewing this issue and will incorporate under consolidated Field Report any correction work needed.
- Erick Larson, Greg Ewald** 17. Relative to item no. 19 of the previous meeting minutes, Architect has forwarded to Erick Larson the information in format requested. Erick is to fill in the room name. The room numbers shall remain as they appear in the Contract Documents.

- MAM** 18. Relative to item no. 20 of the previous meeting minutes, the University requires documentation on the specific source and type of generator fuel.
- MAM** 19. Relative to item no. 21 of the previous meeting minutes, Mortenson is intending on using permanent building heating equipment for this upcoming fall, probably sometime the first of October, utilizing steam. They are to expedite as soon as possible the return loop to avoid heat outages in other building locations.
- Greg Ewald, MAM** 20. Relative to item no. 22 of the previous meeting minutes, the Contractor needs the projector hardware as soon as possible so that they can complete the ceiling work.
- Architect requested that API forward a sample of the cable wrap for Owner consideration for the podiums.
- MAM, MSA** 21. Relative to item no. 24 of the previous meeting minutes, discussion was held concerning the location of the newly installed cooling tower lines with respect to interface with the landscape retaining wall, under future project. Architects office will have MSA work with MAM to locate the exact position of the retaining wall. MAM will excavate down to determine the exact location of the cooling lines and thrust block.
- MAM** 22. Mortenson is to review the elevation of the mechanical lines above the Kirby roadway soffit.
- 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. **26 The next construction meeting will be held Tuesday, September 14, 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

UMD Science Building Project #031007
3 Week Schedule

MORTENSON[®]		Sept											Sept					Sept				
		M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
Contractor Responsible	ACTIVITY	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26
	Area A																					
Neuman Insulation	Insulate duct, & pipe-all areas		x	x	x	x			x	x	x	x				x	x	x	x	x		
Jamar Fitters	Install condensate-ground flr.		x	x	x	x			x	x	x	x										
Lance Inc	Install fume hoods -1st & 2nd		x	x	x	x			x	x	x	x										
Jamar - Tinnners	Install SS duct to fume hoods		x	x	x																	
Jamar - Tinnners	AHU #1&2 supply plenum-gr flr.		x	x	x	x																
Flament Hampshire	Install ceilings after hoods		x	x	x	x			x	x	x	x				x	x	x	x	x		
Jamar - Tinnners	Install GRD's - all areas		x	x	x	x			x	x	x	x				x	x	x	x	x		
Norlake	Install cold rooms		x	x	x	x																
AGO	Install plumbing in casework		x	x	x	x																
AGO	Plumb fume hoods		x	x	x	x			x	x	x	x				x	x	x	x	x		
API	Install lites, switches, & recp.		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		
Minute-Ogle	Drywall ground floor		x	x	x	x																
Northern Erectors	Install sunscreens		x	x	x	x																
	Area B																					
Jamar - Fitters	Install cond.- penthouse		x	x							x	x				x	x	x	x	x		
Jamar - Fitters	Install cond.- 2nd floor				x	x			x	x												
Minute - Ogle	Tape & sand elev. Fronts		x	x	x	x																
Lance Inc	Casework & tops - 1st&2nd flr		x	x	x	x																
Mortenson	Install wood panels		x	x	x	x																
Jamar - Tinnners	Install duct & mains-pent. #300		x	x	x	x			x	x	x	x				x	x	x	x	x		
AGO	Install casework plumbing		x	x	x	x			x	x	x	x										
Contract Tile	Ceramic tile 1st&2nd bathroom		x	x	x	x																
API	Install lights, switches, & recp.		x	x	x	x			x	x	x	x										
Ulland Bros.	Backfill seat wall		x																			
	Area C																					
Lance Inc.	Install casework- 2nd flr.		x	x	x	x																
HKL	Install aluminum doors		x	x	x	x																
Mortenson	Install wood panels		x	x	x	x			x	x	x	x				x	x	x	x	x		
Jamar - Tinnners	Install SS wall guards		x	x	x	x			x	x	x	x				x	x	x	x	x		
API	Install lites, switches, & recp.		x	x	x	x			x	x	x	x										
Ulland Bros.	Exc. Waterline, stoop, & road		x	x	x	x			x	x	x	x				x	x	x	x	x		
	Area D																					
HKL	Install metal panels at soffit		x	x	x	x			x	x	x	x										
Minute-Ogle	Frame skyway, & east soffit		x	x	x	x			x	x	x	x										
Jamar Fitters	Alworth tunnel heating		x	x	x	x			x	x	x	x										

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

MORTENSON[®]		Sept							Sept							Sept						
		M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
Contractor Responsible	ACTIVITY	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26