



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 21, 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: John Rashid -UMD
Greg Ewald -UMD
Rick Stanius -STANIUS JOHNSON architects
Dan Pennington -M.A.Mortenson
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 21, 2004. There was a review of the previous construction meeting minutes dated September 14, 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 9/15/04) was distributed to the Contractor on 9/15/04.

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 104.1, and 107. **Contractor is to respond to these proposal requests as soon as possible.**

4. Disruption avoidance issues:

MAM

- The 12" waterline work is substantially complete except for the final connection. The pressure and back T tests have passed. The City of Duluth will be sending the Passed Test Documentation to Mortenson. Contractor is to copy Architect and Greg Ewald.

Greg indicated that there will be a need to coordinate the final flush of the line when the weather breaks.

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.** Above ceiling insulation of pipes and ductwork is proceeding through this week. Installation of mechanical recessed ceiling panels, second floor, will be done tomorrow. It will start on the first floor this Thursday and continue for the next three weeks. Installation of steam on the ground floor is scheduled to start Monday of next week. Padding down of second floor ceilings is scheduled to start this Friday. Installation of grilles, registers and diffusers, all areas, is continuing. Work on the cold rooms will be complete this week. Electrical installation of first floor lighting continues through the end of this week. Detailing out of the elevator and equipment will re-start the first week of October. Taping and sanding ground floor sheetrock continues through the end of this week.

MAM

- **Area B.** Work on the steam lines, ground floor, continues through the end of next week. Air handling units no. 3, 4 and 7, ductwork and plenums, continues through the end of next week. Mechanical second floor cabinet piping will be complete this week. Electrical corridor lighting continues through the end of next week. Wiring of the cabinets as they are set will be complete this week.

MAM

- **Area C.** Installation of casework, second floor, will be done this week. Casework installation on the ground floor will start next week. Installation of condensate, ground floor, will be done this week. Mechanical work, cabinet piping, first and second floors, will be complete this week. Installation of aluminum doors will be complete this week. Installation of ceiling grid continues through the end of next week. Framing and rocking of soffits in the Commons Area will be complete this week. Installation of wood panels in the Commons Area continues through the end of next week. Installation of stainless steel wall guards is ongoing. Electrical corridor lighting will be complete the end of next week. Excavation for the water

line, stoop and roadway is continuing.

- MAM**
- **Area D.** Installation of metal panels at the soffits is proceeding. Work in the Allworth Tunnel heating will be complete this week. Electrical emergency generator start up is scheduled for September 30, 2004.
 - **General Items.** All onsite stored material is scheduled to be moved off of the site on October 1st, 2004. All trailers will be off the site on October 8th, 2004. Mortenson is planning on utilizing the first floor room no. 115 for their general construction office area.
- SJA, Scott Holm**
6. Undersigned indicated that he needs to review with Scott Holm Proposal Request No. 104.1 with regards to soffit of the rain leader in Stair No. 4. Greg indicated that Scott will be onsite this Thursday, September 23rd.
- 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.
- Dan Pennington**
9. Relative to item no. 9 of the previous meeting minutes, Dan indicated that he will forward a no-cost PCO outlining items addressed in Architects letter to Dan dated 8/27/04 regarding floor finishes of various areas including Stairs, Penthouse, etc.
- RBJ**
10. Relative to item no. 10 of the previous meeting minutes, Architect has received from Mike Fulton of Brissman Kennedy samples of the Design Links product requested by the University. Samples have been sent to RBJ for their selection. Dan requested that this item be addressed as soon as possible.
- Sebesta Blomberg, Greg Ewald**
11. 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**
12. Relative to item no. 12 of the previous meeting minutes, AEI has indicated that they have reviewed, and take no exception, to the Electrical O&M Manuals. Still under review by AEI are the Mechanical O&M Manuals. The same manuals are currently under review by Facilities Management.
- Greg Ewald**
13. Relative to item no. 13 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, SJA**
14. Relative to item no. 14 of the previous meeting minutes concerning the resin countertop supports, this issue appears the punch list matrix and will be addressed by the Contractor and spacing, and the addition of the top fastener will be reviewed and inspected by Architect.
- Erick Larson, Greg Ewald**
15. Relative to item no. 15 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. Dan Pennington requested this information no later than the end of September.

- MAM** 16. Relative to item no. 16 of the previous meeting minutes, the University requires documentation on the specific source and type of generator fuel.
- MAM** 17. Relative to item no. 17 of the previous meeting minutes concerning permanent building heating equipment for this upcoming season, the Contractors PCO for the 2-1/2" gate valve in Area D has been approved and Contractor is to proceed immediately. .
- Contractors PCO for the 8" gate valve and the 2-1/2" condensate valve is a push. Architect will issue an ASI documenting Contractors PCO. Again, this work is to be expedited.
- MAM** 18. With respect to item no. 18 of the previous meeting minutes concerning the projection hardware, Contractor was instructed to complete a typical installation for University and Architect review. All of the hardware is available for Contractor use supplied by the Owner.
- This item needs to be expedited because it will impact the installation of the ceiling panels.
- API, MAM** 19. Relative to the item above, API is to forward a sample of a cable wrap for Owner consideration for the podiums.
- MAM** 20. Relative to item no. 19 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.
21. Relative to item no. 22 of the previous meeting minutes, John Rashid questioned if the exact location of the Artwork has been established. Architects office has not received any official drawing regarding this issue. This is being coordinated between the Artist and the Design Team.
- MAM** 22. Relative to item no. 23 of the previous meeting minutes, there will be a need for a closure plate on the curtain wall as it passes the floor line. This was reviewed between undersigned and Bret.
- MAM, St.Germains, SJA** 23. Relative to item no. 24 of the previous meeting minutes, Architects office received the display case mock-up. It has been forwarded to RBJ for their review.
- Architect will be contacting vendor concerning the anticipated need to go with a clear anodized finish for the frames.
- MAM, SJA, AEI** 24. With respect to item no. 25 of the previous meeting minutes, discussion was held concerning isolation of the hot water supply and return branch outs on each floor. Contractors PCO regarding this item, Architect stated that this is part of the Contract Documents as indicated in Section 15520, page 10, item no. 3.1. The two 4" valves in Area A are required by the above referenced Specification Section. The valves indicated in Area B are redundant since the supply lines indicate a shut off valve and the return lines are controlled by a circuit setter. Architect will issue a response letter.
- Greg Ewald is requesting a letter from AEI indicating their position that circuit setters are equivalent for a shut-off on the return side.
- All Contractors** 25. 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 26. 26 The next construction meeting will be held Tuesday, September 28, 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

F:\01023 UMD Science Building\Administration\Construction\09-21-04CMM.doc

UMD Science Building Project #031007
3 Week Schedule

MORTENSON[®]		Sept							Sept-Oct							Oct						
		M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
Contractor Responsible	ACTIVITY	20	21	22	23	24	25	26	27	28	29	30	1	2	3	4	5	6	7	8	9	10
	Area A																					
Neuman Insulation	Insulate above ceilings	x	x	x																		
Jamar Fitters	Install RCP - 2nd flr	x	x	x																		
Jamar - Fitters	Install RCP - 1st flr				x	x			x	x	x	x	x			x	x	x	x	x		
Jamar - Fitters	Install steam - ground floor								x	x	x	x	x			x	x	x	x	x		
Flament Hampshire	Pad ceilings					x			x	x	x	x	x									
Jamar - Tanners	Install GRD's - all areas	x	x	x	x	x			x	x	x	x	x			x	x	x	x	x		
Norlake	Install cold rooms	x	x	x	x	x																
API	Install 1st flr. Lights	x	x	x	x	x																
Otis Elevator	Install elevator equipment															x	x	x	x	x		
Minute-Ogle	Tape, & sand ground floor	x	x	x	x	x																
	Area B																					
Jamar - Fitters	Install steam - ground floor			x	x	x			x	x	x	x	x									
Jamar - Tanners	AHU # 3,4& 7 duct & plenums	x	x	x	x	x			x	x	x	x	x									
AGO	2nd flr. Cabinet piping	x	x	x	x																	
API	Install corridor lights	x	x	x	x	x			x	x	x	x	x									
API	Wire cabinets	x	x	x	x	x																
	Area C																					
Lance Inc.	Install casework- 2nd flr.	x	x	x	x	x																
Lance Inc.	Install casework - ground flr.								x	x	x	x	x									
Jamar - Fitters	Install condensate - ground flr.	x	x	x	x	x																
AGO	Install cab piping-1st & 2nd flr	x	x	x	x	x																
HKL	Install aluminum doors			x	x	x																
Flament Hampshire	Install ceiling grid	x	x	x	x	x			x	x	x	x	x									
Minute-Ogle	Frame&rock soffit at commons		x	x	x	x																
Mortenson	Install wood panels-commons	x	x	x	x	x			x	x	x	x	x									
Jamar - Tanners	Install SS wall guards	x	x	x	x	x			x	x	x	x	x			x	x	x	x	x		
API	Install corridor lights	x	x	x	x	x			x	x	x	x	x									
Ulland Bros.	Exc. Waterline, stoop, & road	x	x	x	x	x																
	Area D																					
HKL	Install metal panels at soffit	x	x	x	x	x																
Jamar Fitters	Alworth tunnel heating	x	x	x																		
API	Emergency generator start-up											x										
Everyone	Material off ground-Site work												x									
Everyone	Trailers off Site																			x		