



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 28, 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
Bart Kowalski	-AEI
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 28, 2004. There was a review of the previous construction meeting minutes dated September 21, 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
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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 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 107 and 111. **Contractor is to respond to these proposal requests as soon as possible.**

4. Disruption avoidance issues:

MAM

- The 12" waterline work, according to the Contractor, is complete, has been pressure and back-t tested. **The pressure and back T test documentation from the City of Duluth needs to be secured by the Contractor before the waterline is turned on.**

Contingent on the receipt of the above documentation, schedule for turning the waterline on is tomorrow, Wednesday September 29th, at 2:00 pm.

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

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.** Work on ground floor steam and condensate is continuing. Installation of radiant ceiling panels on the first floor will start this Thursday. Installation of penthouse unit heaters is proceeding. Padding out of the ceilings continues through the end of this week. Installation of grilles, registers and diffusers on all floors is continuing. Electrical equipment start up on the ground floor is scheduled for this coming Monday. Installation of elevator equipment will re-start next week. Taping and sanding of ground floor sheetrock will be complete this week.

MAM

- **Area B.** Installation of ground floor steam and condensate continues through the end of this week. Installation of ground floor hot water will be complete next week. Air handling units no. 3, 4 and 7, ductwork and plenums, will be complete this week. Installation of corridor window base continues through the end of next week. Installation of slate on the seat wall will start the latter part of this week. Plumbing of the fume hoods once they are installed on the first floor continues through the end of next week. Electrical work on casework and plug mold continues through the end of this week. Electrical lighting in the labs will be done the end of next week.

MAM

- **Area C.** Installation of casework on the ground floor will be complete this week. Work on condensate, ground floor, will be done this week. Work on the island plumbing on the first and second floor continues through the end of this week. Installation of aluminum doors continues through the end of next week. Installation of ceiling grid will be done this week. Application of wood panels in the Commons area will be done this week. Work on the stainless steel wall guards,

once the panels are installed, is ongoing. Casework electrical receptacle installation, first and second floors, continues through the end of next week. Laying up of the block at the stoop on Line 18 will be done this week. Forming pouring of the ground floor stoop is scheduled for tomorrow and Thursday. Excavation for the storm sewer and road grade will be complete the end of next week.

- MAM**
- **Area D.** Generator start up is scheduled for tomorrow and Thursday.
 - **General Items.** All onsite stored material will be removed the end of this week. The trailers will be moved offsite the end of next week. Work on exterior sod and landscape will begin the week of October 11th, 2004.
- SJA, Dave Stringfield**
6. Concerning item no. 6 of the previous meeting minutes, Architect reviewed with Scott Holm the issue addressed in Proposal Request No. 104.1 with regards to soffit of the rain leader in Stair No. 4, as well as encasing the heat supply lines in the same stair. Scott did not take exception to eliminating the soffit. This item will be reviewed with Dave Stringfield this Thursday.
- 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.
- MAM**
10. With respect to item no. 10 of the previous meeting minutes, a proposal request has been issued to Contractor for Owner requested revision to the Vestibule floor matting. Design Team has selected color which is indicated on the PR. Contractor is to respond to this item 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.
- MAM**
12. Relative to item no. 12 of the previous meeting minutes, in addition to AEI reviewing and taking no exception to the Electrical O&M Manuals, they have also reviewed and take no exceptions with the Mechanical O&M Manuals. AEI's copy of the mechanical and electrical O&M's has been returned to Architects office who in return forwarded them to MAM. MAM is to turn three complete sets over to the Owner for their use.
- MAM indicated that they do keep one complete, fourth, set as their permanent project record.
- Greg Ewald**
13. Relative to item no. 13 of the previous meeting minutes, John Rashid indicated that if there is any equipment moving that would need a time and material from MAM this must be done before December 31, 2004. Any work after that will be done in-house by the Owner.

- Erick Larson, Greg Ewald** 14. 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** 15. Contractor has been given authorization to proceed with the touch-screen kiosk indicated in PR No. 106.
- MAM** 16. 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.
- Greg Ewald** 17. Concerning item no. 18 of the previous meeting minutes, Contractor had a question to the Owner as to how far the projector should be installed in front of the screen. Specifically, are the locations shown on the Contract Documents acceptable to the Owner or do they need to be revised. MAM is requesting this information as soon as possible.
- API, MAM** 18. Relative to item no. 19 of the previous meeting minutes, API is to forward a sample of a cable wrap for Owner consideration for the podiums.
- MAM** 19. Relative to item no. 20 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.
20. Relative to item no. 21 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** 21. Relative to item no. 22 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** 22. Relative to item no. 23 of the previous meeting minutes, the Design Team is recommending and the Owner has accepted the substitution of stainless steel for mill finish aluminum for the display cases. The revised net dollar amount needs to be forwarded to Architects office from MAM.
- MAM** 23. With respect to item no. 24 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 has requested that MAM issue an RFI identifying the proposed locations of the shut off valves for engineers review and further field inspection.
- MAM** 24. Mr. Rashid indicated that the Regents will be touring the project next Thursday, and asked for Contractor cooperation and building access.

MAM 25. Contractor had a phone conversation with Mr. Stringfield regarding the location of strobe lights. Typically the wall mounted strobe lights will be installed in all locations except those that are impractical because of fixed wall equipment. In those instances, the Contractor will install ceiling strobes in the same location in the room as the wall strobe.

Contractor is to document this phone conversation that he had with Mr. Stringfield and send a copy to the Architect and Greg Ewald.

MAM, AEI 26. Discussion was held concerning back-to-back, as well as single, fume hood installation, Area B. Because of the extreme tight condition behind the fume hoods, Contractor is proposing flex connections. After discussion and field observation with those present at the construction meeting, Contractor is to work up a sample installation. He is also to document the specific materials utilized in the sample. AEI is to verify compliance with University Standards.

27. A question with respect to exterior signage. The Contract Documents do require a University Standard Building Signage Placard. However, a custom individual lettered sign (similar to the Library) is not in Contract at this time.

The signage contemplated by Facilities for roadway clearance on the overpass should be very carefully reviewed with Administration and Design Team.

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. **26 The next construction meeting will be held Tuesday, October 5, 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-Oct							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	27	28	29	30	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
	Area A																					
Jamar Fitters	Install gr. Flr.- steam & cond.	x	x	x	x	x			x	x	x	x	x			x	x	x	x	x		
Jamar - Fitters	Install RCP - 1st flr				x	x			x	x	x	x	x			x	x	x	x	x		
Jamar - Fitters	Install Pent. - unit heaters	x	x	x	x	x			x	x	x	x	x			x	x	x	x	x		
Flament Hampshire	Pad ceilings	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	x	x		
API	Equipment startup - ground flr.								x													
Otis Elevator	Install elevator equipment								x	x	x	x	x			x	x	x	x	x		
Minute-Ogle	Tape, & sand ground floor	x	x	x	x	x																
	Area B																					
Jamar - Fitters	Install gr. Flr. - steam & cond	x	x	x	x	x																
Jamar - Fitters	Install gr. Flr. - hot water								x	x												
Jamar - Tinnners	AHU # 3,4& 7 duct & plenums	x	x	x	x	x																
HKL	Install corridor windw base		x	x	x	x			x	x	x	x	x									
Harbor City	Install slate on seat wall				x	x			x	x	x											
AGO	Plumb fume hoods-1st flr.	x	x	x	x	x			x	x	x	x	x									
API	Casework & plugmold	x	x	x	x	x																
API	Lighting in Labs								x	x	x	x	x									
	Area C																					
Lance Inc.	Install casework - ground flr.	x	x	x	x	x																
Jamar - Fitters	Install condensate - ground flr.	x	x	x	x																	
AGO	Install island piping-1st , 2nd flr	x	x	x	x	x																
HKL	Install aluminum doors					x			x	x	x	x	x									
Flament Hampshire	Install ceiling grid	x	x	x	x	x																
Mortenson	Install wood panels-commons	x	x	x	x	x																
Jamar - Tinnners	Install SS wall guards	x	x	x	x	x			x	x	x	x	x			x	x	x	x	x		
API	Casework recpt.- 1st&2ndflr.	x	x	x	x	x			x	x	x	x	x									
Harbor City	Lay block at stoop on 18-line		x	x																		
Mortenson	Form & pour gr. Flr. Stoops				x	p																
Ulland Bros.	Exc. Storm sewer, road grade	x	x	x	x	x			x	x	x	x	x									
	Area D																					
API	Emergency generator start-up			x	x																	
Everyone	Material off ground-Site work					x																
Everyone	Trailers off Site												x									
Aloha Landscaping	Install sod & landscape															x	x	x	x	x		