



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: **November 2, 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, November 2, 2004. There was a review of the previous construction meeting minutes dated October 26, 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 09/28/04) was distributed by the Contractor on 10/05/04.

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 111, 112, 114 and 115. **Contractor is to respond to these proposal requests as soon as possible.**

4. 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.** Installation of recessed panels on the ground floor continues through the end of next week. Work on grilles, registers, and diffusers in all areas is continuing. Electrical wiring of hoods and casework on the ground floor will be done this week. Work on the elevators will be substantially complete this week. Sanding and taping of the sheetrock on the ground floor will be done this week. Installation of casework on the ground floor will be complete this week. Installation of wall bumpers on the second floor is scheduled to start this Thursday, through the end of next week. Installation of vinyl floors and base is ongoing through the end of next week. Ceramic tile work on the ground floor bathrooms continues through the end of next week.

MAM ▪ **Area B.** Installation of penthouse recycled water is ongoing through November. Work on radiant ceiling panels on the second floor will be done this Thursday. Installation of fume hood drops continues through the end of next week. Ceiling grid on the first floor is proceeding through next week. Fume hood piping will be done this week. Electrical wiring of hoods and casework will be done this week. Installation of fume hoods will be done this week. Installation of the bathroom partitions and accessories will be done this week.

MAM ▪ **Area C.** Installation of the recessed panels on the second floor will be complete today. Installation of fume hoods will be complete this week. Work on second floor ceiling grid will be done this week. Installation of the fume hood piping will start next week. Electrical casework receptacles, first and second floors, will be done the end of this week. Installation of general receptacles and fixtures is ongoing through the end of next week. Taping and sanding of the ground floor sheetrock will be done this week. Floor grinding is continuing and presently is proceeding on the second floor Corridor and Skywalk.

MAM ▪ **Area D.** No items noted.

- **Exterior Items.** Concrete flatwork including curbs, gutters, and sidewalks, will be done this week. Blacktopping of the road is scheduled, weather permitting, to start this Thursday. Installation of the top soil and sod should be complete the end of next week, weather permitting.

- SJA** 5. Relative to item no. 5 of the previous meeting minutes, Architect will be getting back to Contractor on modifications to the door bumpers.
- MAM** 6. Relative to item no. 8 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** 7. Relative to item no. 9 of the previous meeting minutes, Architect requested that the Contractor forward, as soon as possible, the results of duct testing, all floors completed.
- Sebesta Blomberg, Greg Ewald** 8. Relative to item no. 10 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 will provide a specific start date for this training program after the scheduled Commissioning meeting on Wednesday, October 27th.
- Facilities Mgmt** 9. Relative to item no. 14 of the previous meeting minutes, Dan stated that to his knowledge the Best Company has been in direct communication with Facilities on the keying and installation of cores for the building. General Contractor does not believe it is necessary for him to get into this information loop and further stated that the permanent cylinders can be installed at Owner discretion. They are always installed direct Best Company.
- Contractor asked where the Owner would like to have the key box installed. Also, there has been a request by the Owner for adding key box/boxes for the lockable cabinet casework.
- MAM** 10. Relative to item no. 15 of the previous meeting minutes concerning crack repair, Architect requested that MAM notify him as soon as the sample crack repair area has been polished.
11. Relative to item no. 16 of the previous meeting minutes, discussion and resolution has been reached on miscellaneous aluminum detailing areas worked out between Dan Pennington, Sub-contractor, and Architect.
- MAM** 12. Relative to item no. 17 of the previous meeting minutes, Architect requested that the Contractor get a direct quote from a local supplier for the floor matting similar to that originally specified.
- SJA** 13. Relative to item no. 18 of the previous meeting minutes, the Architect is reviewing with Chuck Bosell the requirements for possible additional 2" conduits in a number of rooms for serving the projectors.
- MAM** 14. Concerning item no. 21 of the previous meeting minutes, Architect requested that the Contractor forward a proposal for furnishing and installing splash blocks for downspouts and sprinkler drain down locations.
15. Relative to item no. 22 of the previous meeting minutes, Dan Pennington questioned when the punch listing of spaces will begin and the process that will be followed. This item will be reviewed as the project commences.
- MAM** 16. Greg Ewald asked that the Contractor forward, through their sub-contractor, a plan for winterizing the cooling tower for this season. This should be addressed immediately.

All
Contractors

17. 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

18. **26** The next construction meeting will be held **Tuesday, November 9, 2004 at 1:30 p.m.**

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[®]		Nov						Nov						Nov								
		M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
Contractor Responsible	ACTIVITY	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
	Area A																					
Jamar - Fitters	Install recessed panels-gr. Flr.					x			x	x	x	x	x									
Jamar - Tinnars	Install GRD's - all areas	x	x	x	x	x			x	x	x	x	x			x	x	x	x	x		
API	Wire hoods, & casework-gr. Flr.	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																
Lance Inc	Install casework - ground flr.	x	x	x	x	x																
Mortenson	Install wall bumpers 2nd flr				x	x			x	x	x	x	x									
Contract Tile	Install vinyl floors & base	x	x	x	x	x			x	x	x	x	x									
Contract Tile	Ceramic tile - gr.flr. Bathrooms	x	x	x	x	x			x	x	x	x	x									
	Area B																					
Jamar - Fitters	Install Pent. Recycled water	x	x	x	x	x			x	x	x	x	x			x	x	x	x	x		
Jamar - Fitters	Install RCP - 2nd floor	x	x	x	x																	
Jamar - Tinnars	Install fume hoods drops	x	x	x	x	x			x	x	x	x	x									
Flament Hampshire	Grid ceilings - 1st floor	x	x	x	x	x			x	x	x	x	x									
AGO	Fume hood piping	x	x	x	x	x																
API	Wire hoods, & casework	x	x	x	x	x																
Lance Inc.	Install fume hoods	x	x	x	x	x																
Mortenson	Install bathroom partitions		x	x	x	x																
	Area C																					
Jamar - Fitters	Install Recessed panels-2nd flr.	x	x																			
Lance Inc.	Install fume hoods	x	x	x	x	x																
Flement Hampshire	Install grid 2nd floor	x	x	x	x	x																
AGO	Install fume hood piping								x	x	x	x	x									
API	Casework recpt.- 1st&2ndflr.	x	x	x	x	x																
API	Install recpt & fixtures	x	x	x	x	x			x	x	x	x	x									
Ulland Bros.	Concrete paving, & sidewalk	x	x	x	x	x																
Minute - Ogle	Tape & sand ground floor	x	x	x	x	x																
Ter & Conc Rest.	Retroplate 2nd flr cor & skyway	x	x	x	x	x																
Ulland Bros.	Blacktop road				x	x																
Aloha Landscaping	Install sod								x	x	x	x	x									