



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 9, 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
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, November 9, 2004. There was a review of the previous construction meeting minutes dated November 2, 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
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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, 115 and 116. **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 ceiling panels on the ground floor will start next week through the middle of the following week. Work on recycled water is ongoing through the end of this week. Installation of grilles, registers, and diffusers in all areas is continuing as ceilings are completed. Electrical wiring of hoods and casework on the ground floor will be complete this week. Final adjustment of the elevator equipment is ongoing through the end of this week. Installation of wall bumpers on the second floor will be complete this week. Application of vinyl floors and base will be complete this week. Miscellaneous taping and sheetrock sanding will be complete this week.
- MAM** ▪ **Area B.** Installation of penthouse recycled water will be continuing through the end of next week. Work on ground floor relief valve vents will be done this week. Installation of fume hood drops will be done this week. Work on ceiling grid and ceiling panels, first floor, will be done this week with same on the second floor starting on Friday of this week and continuing through next week. Fume hood piping will be done this week. Installation of bathroom fixtures on the ground floor will be done this week. Electrical wiring of hoods and casework will be done this week. Installation of miscellaneous CAM tops and hoods will be done this week. Installation of bathroom accessories on the second floor will be done this week.
- MAM** ▪ **Area C.** Work on first floor fin tube heat radiation will start on Thursday and continue through the end of next week. Installation of miscellaneous tops and hoods will be done this week. Ceiling grid and tiles, first floor, will start the latter part of next week through the following week. Mechanical sink piping will be done this week. Electrical casework receptacle installation, first and second floor, will be done this week. Electrical receptacle and fixtures will be done this week.
- **Exterior Items.** All concrete flatwork including curbs, gutters, and sidewalks, are complete. Blacktopping is complete. Installation of the top soil is complete. Application of sod is scheduled to start tomorrow through the end of this week, weather permitting, and into next week until complete.
- MAM, SJA** 5. MAM will be forwarding the signage shop drawings to SJA for review. Particularly, Dan asked to have the Campus Directory clarified. Brian should verify with Erik to ensure that the current Campus Directory information is forwarded to signage sub-contractor.

- MAM** 6. Relative to Proposal Request No. 111, and relative to item no. 12 of the previous meeting minutes, Contractor was instructed to proceed with entrance floor matting as per Original Contract Documents.
7. Questioned by Greg Ewald, Contractor stated that “through” vehicular traffic cannot be allowed any earlier than December 5, 2004.
- MAM** 8. Relative to item no. 6 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** 9. Relative to item no. 7 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** 10. Relative to item no. 8 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.
- MAM, Greg
Ewald, SJA** 11. Relative to item no. 9 of the previous meeting minutes concerning keying, Best is free through coordination with Facilities Management to start core installation at their discretion.
- Relative to key boxes, the documents call for a key box for the building keys. Greg Ewald will review the location for the building keybox, provided under 08710.
- The Lance key cabinet will be installed in room 137. Location is to be confirmed by Greg Ewald.
- SJA** 12. With respect to item no. 10 of the previous meeting minutes concerning crack repair, Contractor has completed and polished off one crack repair area. Architect has approved. This item will be noted on the Punch List where it is absolutely necessary. There are miscellaneous typical shrinkage hair-line cracks in floor concrete which are to be expected and are not to be addressed by the Contractor.
- MAM** 13. Relative to item no. 13 of the previous meeting minutes, Architect has reviewed with the electrical sub-contractor and Chuck Bosell the requirements for the 2” conduits in two additional rooms serving the projectors. This item, according to the Contractor, is proceeding.
- MAM** 14. Relative to item no. 14 of the previous meeting minutes, Contractor reported that the splash blocks for downspout locations and sprinkler system drain down locations have been fabricated and are ready for delivery and installation.
- MAM** 15. Relative to item no. 15 of the previous meeting minutes, Architect and Dan Pennington performed a “walkthrough” on the first and second floors of Area A. Agreement was reached as to the degree that the space will be required for punch listing. MAM will advise when they are ready for punch listing. Architect indicated that the Contractor is responsible to pre-punch list prior to notifying Architect.

- Facilities Mgmt.** 16. Concerning item no. 16 of the previous meeting minutes, Mechanical Contractor stated that both of the cooling towers will be covered for intrusion of rain and snow. The active cooling tower has been winterized. The inactive cooling tower installed is set with shipping plugs. Facilities Management is to review condition of the inactive tower to be sure that there are no items that need to be addressed for the winter season, per manufacturer's recommendations. Again this is a tower that has not been activated or connected and there might be specific items that the manufacturer recommends for the winter season.
- MAM** 17. Relative to toilet accessories appearing in Proposal Request No. 87, Change Order No. 12, paper towel holders in the bathrooms are to be installed adjacent to the electric hand dryers, at the same mounting height as the hand dryer. In rooms 85 and 87, install adjacent to the mirror. Regarding mounting locations in the labs and support spaces, lab install paper towel holders in the locations shown on the interior elevations. Mounting height to be a maximum of 48" AFF to the dispensing portion of the device.
- MAM** 18. With respect to VAT floor covering in the skywalk connection to the Life Science Building, the base is to be as per Spec for type and color black. The floor is to be black, VCT; color selection to be reviewed by RBJ.
- SJA, MAM** 19. Architect met with Owner concerning sight signage. There are six "yield" signs that need to be re-installed, as well as one "do not enter" sign. Also, Contractor is having "one call" come back to locate underground for potential installation of meter posts along the east side of Kirby Drive parking. Once the location is confirmed on the meter post a proposal request will be issued by the Design Team.
- MAM** 20. Greg indicated that on the ground floor mechanical area there is some wet installed duct/pipe insulation that will need to be removed and replaced.
- All Contractors** 21. 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** 22. **The next construction meeting will be held Tuesday, November 16th, 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	Bruce Gingerich, UofM – (mail)
	Jim Riehl, UMD	Scott Holm, UofM – (mail)
	Stephanie Goke, AEI	Ken Kornberg, KKA
	Michael Ross, RBJ	Tom Oslund, O&A
	Tiffany Nash, RBJ	Chris Rousseau, MSA
	Dan Murphy, MBJ	Paul Johnson, MBJ
	Bob Leonard, MAM	Eric Edlund, GME
	Rick Stanius	Brian Morse
	File	Sebesta Blomberg

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	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
	Area A																					
Jamar - Fitters	Install recessed panels-gr. Flr.								x	x	x	x	x			x	x	x				
Jamar - Fitters	Install recycled water	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		
API	Wire hoods, & casework-gr. Flr.	x	x	x	x	x																
Otis Elevator	Install elevator equipment	x	x	x																		
Mortenson	Install wall bumpers 2nd flr	x	x	x	x	x																
Contract Tile	Install vinyl floors & base	x	x	x	x	x																
Minute-Ogle	Tape & sand misc. areas	x	x	x	x	x																
	Area B																					
Jamar - Fitters	Install Pent. Recycled water	x	x	x	x	x			x	x	x	x	x									
Jamar - Fitters	Install gr.flr.relief valve vents	x	x	x	x	x																
Jamar - Tinnners	Install fume hoods drops	x	x	x	x																	
Flament Hampshire	Grid, & pad ceilings - 1st floor	x	x	x	x																	
Flament Hampshire	Grid & pad ceilings - 2nd floor					x			x	x	x											
AGO	Fume hood piping	x	x	x	x	x																
AGO	Install bathroom fixtures-gr. Flr.		x	x	x	x																
API	Wire hoods, & casework	x	x	x	x	x																
Lance Inc.	Install tops & hoods	x	x	x	x	x																
Mortenson	Install bathroom parts-2nd flr.		x	x	x	x																
	Area C																					
Jamar - Fitters	install 1st flr. Fin tube				x	x			x	x	x	x	x									
Lance Inc.	Install misc. tops & hoods	x	x	x	x	x																
Flement Hampshire	Grid & pad ceilings -1st floor										x	x				x	x					
AGO	Install sink 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																
Aloha Landscaping	Install sod			x	x	x																