



## 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 18, 2003**  
**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  
Mike Pierson -M.A. Mortenson  
Bret Woodland -M.A. Mortenson  
Dan Pennington -M.A. Mortenson

#### OBSERVATIONS AND DISCUSSIONS:

A construction meeting was held at 1:30 p.m. on Tuesday, November 18, 2003. There was a review of the previous construction meeting minutes dated November 11, 2003.

The following items were discussed and observations made:

#### Stanisus Johnson Architects

[www.staniusjohnson.com](http://www.staniusjohnson.com)

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*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

## ACTION

**MAM**

1. Relative to item no. 1 of the previous meeting minutes, questioned by the architect Mortenson stated that the project is approximately 1 to 2 weeks behind schedule.

Dan is completing the updated construction schedule and it will be reviewed after next weeks construction meeting.

**SJA**

2. Attached to these meeting minutes is the Contractors Short Term Schedule. Architect will send Contractor his Roster for coordination with their logs.
3. 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 architects review of the proposal request prior to approvals.

**MAM**

Outstanding PR's are #'s 32, 39, 40, 43, 45, 46, 47, 50, 51, 52 and 53. **Contractor is to respond to these proposal requests as soon as possible.**

4. Disruption avoidance issues:

**MAM**

- None.

**Greg Ewald**

5. Relative to item no. 5 of the previous meeting minutes, Facilities Management is still tracking down the grounding line that is attached to the abandoned 6" waterline. These twin grounding cables are clamped to the 6" line, cross the existing tunnel, and penetrate the tunnel wall. Greg Ewald is to follow-up on this issue.
6. 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 louver blocking should be complete the middle of this week. Weather permitting the Contractor will begin installation of built-up roofing on the penthouse this week through next week. Work on electrical feeder lines in the penthouse will be ongoing this week and next week. Installation of air handling unit duct work will proceed through the next three weeks. Installation of louvers will start mid-this week and continue through the following two weeks. Work on the heat lines on the first and second floors will be ongoing the next three weeks. Floor polishing of the first floor level should start this week and continue through next week. Installation of windows is ongoing and should be substantially complete the end of next week or the beginning of the following week. Steel stud framing in the electrical room will begin next week.

**MAM**

- Area B. Installation of air handling fans and ductwork will continue through the next three weeks. Concrete block walls in Elevator No. 1 will start the first week of December. Work on the electrical feeder and branch circuitry will continue for the next two weeks. Heating and cooling lines will start next week and continue through the following week. Installation of penthouse roof, weather permitting, is scheduled to start the first week of December. The lower roof will follow after the penthouse roof. Erection of Stair No. 2 will continue through this week and perhaps the beginning of next week. Installation of windows is scheduled to start the first week of December. Installation of curtain wall line one will start next week and continue through the following week.

**MAM**

- Area C. Detailing and deck penthouse roof will start next week and continue through the following week. Installation of rain leaders is ongoing for the next three weeks. Installation of lintels continues through this week and next week. Forming and pouring of equipment pads will continue this week. Concrete block parapet walls is substantially complete. Setting of air handling units is scheduled to start Tuesday of next week. Framing of exterior walls is ongoing. Installation of steam piping on the ground floor continues this week through next week.

- MAM**
- Area D. Laying of concrete block in Stair No. 4 continues this week through the next week. Erections of lintels on the skyway will continue through the next three weeks. Detailing and decking will start this week and continue through the first week of December. Installation of reinforcing and mesh for slab on grade is substantially complete with the pour scheduled for this Wednesday. Concrete block on ground level walls will start mid-this week and continue through next week.
- MAM**
7. Relative to item no. 7 of the previous meeting minutes concerning the sequence of construction for window installation, Architect has issued a letter to Mortenson of November 3, 2003. Architect is requesting a letter from HKL of acceptance of the sequencing, and the additional plates were the recommendation of HKL. Also Architects email to Dan Pennington of October 30, 2003 requests re-submission of the revised window sill detail addressing the configuration of the stone sill as well as the through wall flashing.
- MAM**
8. Relative to item no. 8 of the previous meeting minutes, last Friday, November 7<sup>th</sup>, Architect had GME put down thermal couple sensing units on the slab on grade, Areas A-D. Temperature readings and recommendations from GME will follow under separate cover. Contractor is aware of the requirement of protecting slab on grade from frost penetration. Area A, temperature 35.2 degrees. Area B, 33.1 degrees. Area C, 40.6 degrees. Ratings taken November 3, 2003.
- MAM**
9. Relative to item no. 9 of last weeks meeting minutes, Mortenson has forwarded to GME their document indicating in all cases where over excavation for footings was required to achieve the designed soil bearing pressure. Contractor stated that the report does give specific locations and gives quantities of additional excavation out, additional backfill in, as well as additional cubic yards of concrete mud slab, and additional cubic yards of concrete footings. Contractor stated that they have concurrence between Mortenson and GME on quantities and a PCO will follow.
  10. Relative to item no. 10 of the previous meeting minutes concerning submittals, architect is still awaiting the following from the contractor.
    - Coordination drawings. Ground floor, first floor, and second floor, all areas, drawings have been completed and are being reviewed by Mortenson. Sets need to be distributed to owner and Design Team for review only, they will not be resubmitted approved since these are coordination contractor use drawings. They will be distributed to all trades by Mortenson. Still needed is the remaining floor levels as soon as possible.

Results of the coordination meeting held last Thursday at 1:00 pm to discuss the coordination of the cable tray resulted in the general requirement for the Contractor to relocate the cable tray from the corridor into the Lab spaces. This should be indicated on the drawings and final layout of course documented on as-built drawings.
- MAM**
- Mock-ups and color samples. Reference architects letter to contractor of July 1, 2003.
- Dave Stringfield, MAM**
- Sprinkler shop drawings have been received, reviewed, and forwarded by the Contractor by the Design Team. A number of Mr. Stringfields comments have been incorporated by the Design Team and returned to the Contractor. However, in a general letter to Mr. Stringfield, Architect covered a letter from AEI of November 14, 2003 out lining six items of clarification. Mr. Stringfield is to review at his earliest opportunity since they could impact the red-line set noted above.

- MAM**
- Sun screens. The Contractor is working through Ruskin to provide an alternate proposal for single source procurement. Clear anodized finish is preferred. A revised screen material has been selected. **Contractor still needs to forward to RBJ a 2'x2' corner sample.**
- MAM** 11. Relative to item no. 11 of the previous meeting minutes, Architect has received, processed, and returned to the Contractor the shop drawings for the column splice issue.
- SJA** 12. Relative to item no. 12 of the previous meeting minutes, Design Teams Elevator consultant indicated today to the Architect that the Elevator shop drawings for Cars 1 and 2 will be Fed-Ex'd out today. They will immediately be returned to the Contractor upon receipt.
- MAM** 13. Relative to item no. 14 of the previous meeting minutes, again discussion was held concerning the Retro Plate sub-contractors recommendation for small crack sealant. Architect approved the Contractor to use as a test area this product on the first grind area, for Architects and Owners review and approval.
- Architect responded to Contractors CIC concerning the substitution of small-crack sealant product.
- UMD  
Facilities,  
MAM** 14. Relative to item no. 15 of the previous meeting minutes, discussion was held again concerning the possibility of re-using existing low pressure steam line for high pressure. John Rashid indicated there is a lack of information because of the age of the line. The Contractor is to proceed with replacement of the line per Original Contract Documents.
- Greg Ewald stated that George Gelerstad is still reviewing the possible ways to maintain the low pressure steam service to adjacent buildings and coordination with MAM. Tentatively this work item will not come up until after school is out, the summer of 2004.
- MAM** 15. Relative to item no. 17 of the previous meeting minutes, Architects letter of October 28, 2003 to MAM was discussed concerning the samples for the casework. These colors need to match as closely as possible. This could require tinting of the clear sealant to achieve this match condition. Contractor needs to get samples from all three vendors for Architects review. The possibility that the samples will need to be given to the painter to have him come with a tinted match, and then that information forwarded to the individual vendors so that casework arrives on the project with a close match. All of these three products are pre-finished and therefore the painter will not be asked to do anything other than come with a tint match recommendation for the three vendors.
- MAM** 16. Concerning item no. 19 of the previous meeting minutes for Stair No. 1 stringer, Mortenson indicated that what they are going to do is over bend the stringer and then relax it back to its scheduled bolt location. This attempt will be made without re-heating the steel of the stringer.
- If reheating is contemplated, this will need to be reviewed and approved by the structural steel fabricators structural Engineer, not the Design Teams Engineer.
- MAM** 17. Contractor forwarded welding Certificates to Architect and Greg Ewald. The Contractor was asked to also forward them to GME, attn Harry Walsch.
18. Greg asked that the Contractor to direct all of his forces to park on the opposite side of Kirby Drive from this point forward, for ease of snow removal.
- MAM** 19. Regarding AEI's Field Reports. The Contractor is to return the document, checking off items as they have been corrected or addressed, and advise the Design Team so that they can be verified by the Engineer and be removed from the subsequent reports.
- MAM** 20. Preliminary duct pressure testing will take place this Wednesday and Thursday with a certified duct test scheduled for this Friday. Results of this test should be forwarded to Sebesta Bloomberg as well as the Design Team.

- UMD, MAM** 21. A coordinating effort between Facilities Management and the Contractor is underway to install the 10" chilled lines out through the foundation of Area D and into the existing tunnel. This work should start this coming Wednesday after the crane has been removed from the impacted vicinity being utilized for swinging the air handling units into place. Architect will issue a verbal PR which the Contractor has been authorized by the Owner to proceed on a time and material basis.
- All Contractors** 22. 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** 23. The next construction meeting will be held **Tuesday, November 25, 2003 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**

<b>MORTENSON<sup>®</sup></b>		November							November							December						
		M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
<b>Contractor Responsible</b>	<b>ACTIVITY</b>	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1	2	3	4	5	6	7
	Area A																					
Mortenson	Install louver blocking	x	x																			
Com. Roof.	Install lower roof	x	x	x	x	x			x	x	x		x									
API	Install feeder line -penthouse	x	x	x	x	x			x	x	x		x									
Jamar-Tinners	Install AHU ductwork	x	x	x	x	x			x	x	x		x			x	x	x	x	x		
Jamar-Tinners	Install louvers		x	x	x	x			x	x	x		x			x	x	x	x	x		
Jamar- Fitters	Install heat lines 1st & 2nd flrs.	x	x	x	x	x			x	x	x		x			x	x	x	x	x		
Conc Restoration	Retroplate 1st level	x	x	x	x	x																
HKL	Install Windows	x	x	x	x	x			x	x	x		x									
Minute-Ogle	Frame elect. Rooms								x	x	x		x									
	Area B																					
Jamar-Tinners	Install AHU fans, & duct	x	x	x	x	x			x	x	x		x			x	x	x	x	x		
Harbor City	Block walls&Elev. #1															x	x	x	x	x		
API	Install feeder, & branch conduit	x	x	x	x	x			x	x	x		x									
Jamar - Fitters	Install heating, & cooling								x	x	x		x			x	x					
Com Roofing	Install pent.roof															x	x	x	x	x		
Com Roofing	Install lower roof																					
N. Erectors	Erect stair # 2	x	x	x																		
HKL	Install windows															x	x	x	x	x		
HKL	Install curtain wall, 1-line								x	x	x		x			x	x	x	x	x		
	Area C																					
N. Erectors	Detail & deck pent.roof									x	x		x			x	x	x	x	x		
AGO	Install rain leaders	x	x	x	x	x			x	x	x		x			x	x					
N. Erectors	Install lintels	x	x	x	x	x			x	x	x		x									
Mortenson	Form equipment pads	x	x																			
Mortenson	Place equip. pads		p		p																	
Harbor City	Block parapet walls	x	x	x																		
Jamar - Tinners	Set AHU					x			x	x												
Minute-Ogle	Frame ext. walls	x	x	x	x	x			x	x	x		x			x	x	x	x	x		
Jamar - Fitters	Install steam ground flr.	x	x	x	x	x			x													
	Area D																					
Harbor City	Lay block st. # 4	x	x	x	x	x			x	x	x		x									
N. Erect.	Erect lintels- skyway	x	x	x	x	x			x	x	x		x			x	x	x	x	x		
N. Erect.	Detail, & deck		x	x	x	x				x	x		x			x						
Sowles	Install rebar, mesh.-SOG	x																				
API	Install SOG electrical	x																				
Mortenson	Place SOG	x	x	p																		
Harbor City	Block ground level walls			x	x	x			x	x	x		x									

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<b>Contractor Responsible</b>	<b>ACTIVITY</b>	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1	2	3	4	5	6	7
	Area A																					