



## 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 23, 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 23, 2004. There was a review of the previous construction meeting minutes dated November 9, 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. With respect to scheduling, Architect questioned the Contractor on current status. Dan reported that prior to the vandalism they were on schedule as documented in previous meeting minutes during the duration of the project. However, because of the vandalism, they are now off schedule and it is not possible at this point to determine just how off.

Dan indicated that they are not doing any work in the Research Wing with the exception of some small mechanical piping in Room No. 5.

2. Relative to above, Dan did report that except for the time set back for the vandalism they are attempting to regain their schedule on the Teaching Wing (Areas B, C and D). Again, it is not possible at this time according to the Contractor, to determine how much of an impact on the completion date of the Teaching Wing they are but they will attempt to maintain as close as possible the scheduled completion date of December 31, 2004.
3. Concerning above, Mortenson's intent is that after the Teaching Wing is completed and punch listed they will seal off the Teaching Wing for access for of course not only the general public and staff but also Contractors. The only access would be for Facilities Management if they need to get into the Wing, and Mortenson as General Contractor only on an as needed basis.
4. Contractor also stated that it will not be possible to establish a partial Certificate of Occupancy for the Teaching Wing since there are common systems that serve both the Research and the Teaching Wings. Therefore, the Certificate of Occupancy will be delayed until the de-construction and re-construction of the Research Wing is completed and punch listed.

### **MAM**

5. 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.

6. 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 112, 114, 115, 116 and 117.1. **Contractor is to respond to these proposal requests as soon as possible.**

7. 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.** No work in the Research Wing is ongoing at the present time due to the vandalism. The only work item is a small amount of piping in room no. 5.

### **MAM**

- **Area B.** Installation of fin-tube heating is ongoing through mid next week. Installation of grilles, registers, and diffusers will be complete the end of next week. Ceiling grid and padding of the ceilings, first floor, will be complete the first part of next week. Grid and padding of the ceilings on the second floor will start next week. Retro-plate polishing of the first and second floors should be complete the end of next week. Installation of eye-wash stations will begin the middle of next week. Installation of electrical receptacles and fixtures is ongoing through the end of next week. Work on casework tops and hoods will be complete this week.

Installation of expansion joints will start this week and will continue through the end of next week. Installation of bathroom accessories on the ground floor will begin next week.

**MAM**

- **Area C.** Installation of fin tube heating will start next week. Work on grilles, registers, and diffusers will be complete this week. Miscellaneous tops and hoods will be done this week. Ceiling grid, first floor, will be done this week. Installation of cabinet piping is ongoing through mid next week. Electrical receptacles and fixtures continue through the end of next week. Retro-plate floor polish, first and second floors, will be done the first part of December.
  - **Exterior Items.** Contractor reported that the majority of the exterior work is substantially complete. They will be ready for a Punch List next week.
8. After this construction meeting the Architect, Greg Ewald, and Contractor walked the site with a few safety issues pointed out to Contractor for correction this season. Two primary areas would be either graveling or top soiling, level to the sidewalk, the adjoining finish grade adjacent to the student housing walkway. Also, extend the pvc drainpipes installed under the sidewalk at the far west end of the site out so that a "3 to 1" down slope from the sidewalk is maintained.
  9. Relative to item no. 7 of the previous meeting minutes, questioned by Greg Ewald, Contractor stated that "through" vehicular traffic cannot be allowed any earlier than December 5, 2004.

**MAM**

10. 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**

11. 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.
12. Relative to item no. 10 of the previous meeting minutes concerning the training matrix, this entire work scope is on hold due to the vandalism, de-construction and re-construction pending.

**Greg Ewald**

13. Concerning item no. 11 of the previous meeting minutes with respect to keying, Dan indicated that the University, at their discretion, can complete keying of the Teaching Wing at any time. He requested, however, that no keying be done at this time in the Research Wing, again due to the vandalism issue.

**Greg Ewald**

14. Also relative to item no. 11 of the previous meeting minutes, Contractor is to turn over the building key box or install, at a location as requested by the Owner. The casework is not specified with a key box, therefore Greg will be adding this to the equipment list, by Owner.

**SJA**

15. Relative to item no. 12 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**

16. 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.

17. Relative to item no. 15 of the previous meeting minutes concerning the anticipated punch list of the Research Wing, again, this item is no longer possible, again, due to the vandalism and related de-construction and re-construction. Punch listing was anticipated to have started next week.
- Greg Ewald** 18. Relative to item no. 18 of the previous meeting minutes, Contractor requested that the Owner abate to a clean line the tile in the Life Science Building so that they can come to that with the black VCT.
- MAM, SJA** 19. Concerning item no. 19 of the previous meeting minutes, Architects office will issue today a revised proposal request for signage adding the requested "yield" signs, (material by Owner). Also included is the installation of meter posts at the parking area.
- MAM** 20. Greg Ewald again requested the Contractor drop a tape line down and give a cleared dimension from the bottom of the soffit to the roadway. This was done once but the information was lost due to the vandalism.
21. John Rashid stated that the building, at the present time, has full time security presence inside the building during off hours. Also, starting next week, installation of security cameras will begin. The labor and materials for this work is by the University, outside of this Contract.
- All Contractors** 22. 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 30<sup>th</sup>, 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

**UMD Science Building Project #031007**  
**3 Week Schedule**

<b>MORTENSON<sup>®</sup></b>		Nov							Nov-Dec							Dec						
		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>	22	23	24	25	26	27	28	29	30	1	2	3	4	5	6	7	8	9	10	11	12
	Area A																					
AGO	Install Mech rm. # 5 piping	x	x	x		x			x	x	x	x	x									
	Area B																					
Jamar - Fitters	Install fintube heating	x	x	x		x			x	x												
Jamar - Tanners	Install GRD's	x	x	x		x			x	x	x	x	x									
Flament Hampshire	Grid, & pad ceilings - 1st floor			x		x			x													
Flament Hampshire	Grid & pad ceilings - 2nd floor								x	x	x	x	x									
Conc & Ter Rest.	Retroplate flrs -1st & 2nd								x	x	x	x	x									
AGO	Install eye wash stations										x	x	x									
API	Install recpt & fixtures	x	x	x		x			x	x	x	x	x									
Lance Inc.	Install tops & hoods	x	x	x																		
Mortenson	Install expansion joints		x	x		x			x	x	x	x	x									
Mortenson	Install bathroom parts-gr. flr.										x	x	x									
	Area C																					
Jamar - Fitters	Install fintube heating								x	x	x	x				x	x	x	x	x		
Jamar - Tanners	Install GRD's	x	x	x		x																
Lance Inc.	Install misc. tops & hoods	x	x	x																		
Flement Hampshire	Grid ceilings -1st floor	x	x																			
AGO	Install cabinet piping	x	x	x		x			x	x												
API	Install recpt & fixtures	x	x	x		x			x	x	x	x	x									
Conc &Ter. Rest.	Retroplate floors - 1st & 2nd											x	x			x	x	x				