



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 25, 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:

Rick Stanius	-STANIUS JOHNSON architects
Paul Ham	-SBA
Derick Podratz	-SBA
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 25, 2003. There was a review of the previous construction meeting minutes dated November 18, 2003.

The following items were discussed and observations made:

Stanisus Johnson Architects

www.staniusjohnson.com

■ Duluth: 1831 East 8th St. Duluth, Minnesota 55812-1396 Phone 218-724-8578 Fax 218-724-8717
□ St. Cloud: 2035 15th St. N. St. Cloud, Minnesota 56303 Phone 320-253-2100 Fax 320-253-2269

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 2 weeks behind schedule.
- 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 this week. Installation of lower roof is continuing this week through the end of next week, weather permitting. Work on electrical feeder lines in the penthouse will continue through next week. Installation of duct work will proceed through the next three weeks. Installation of louvers is scheduled to start today and continue through the next three weeks. Work on the heat lines, first and second floors, is ongoing. Concrete floor polishing of the first level will be held off until the area is heated. Installation of windows is continuing through the end of next week. Framing for electrical rooms will continue through next week.
- MAM** ▪ Area B. Installation of air handling fans and ductwork will continue through the next three weeks. Concrete block work for walls in Elevator No. 1 is proceeding. Work on the electrical feeder and branch circuitry is continuing this week and next. Installation of heating and cooling lines will start next week and be ongoing. Roofing of the penthouse is scheduled to start the first week of December, with work on the lower roof scheduled to follow. Erection of Stair No. 2 is proceeding. Window installation is scheduled to start the first week of December with curtain wall work on line one to start next week.
- MAM** ▪ Area C. Steel detailing and deck penetration of the roof will start next week and continue through the first week of December. Installation of rain leaders is continuing this week and will be finished the first week of December. Work on structural steel lintels is ongoing and should be complete the end of next week. Forming and pouring of equipment pads is nearing substantial completion. Parapet blocking is complete. Setting of the air handling units is substantially complete. Exterior wall framing is ongoing. Installation of steam on the ground floor is proceeding.
- MAM** ▪ Area D. Laying of concrete block on Stair No. 4 is proceeding. Erection of lintels for the skyway is ongoing and will continue through the first week of December. Detailing and decking is proceeding and will be substantially complete the first week of December. Concrete block work for the ground floor walls will start 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 7th, 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.
9. Relative to item no. 10 of the previous meeting minutes concerning submittals, architect is still awaiting the following from the contractor.
- MAM**
- 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, GME, MBJ** 10. Relative to item no. 11 of the previous meeting minutes, Contractor indicated that all materials are onsite for column splice shimming. This work is scheduled to start immediately. GME and MBJ will inspect the initial work as it starts.
- MAM** 11. Relative to item no. 13 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** 12. Relative to item no. 14 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** 13. Relative to item no. 15 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** 14. Relative to item no. 16 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.
15. Relative to item no. 18 of the previous meeting minutes, 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** 16. Relative to item no. 19 of the previous meeting minutes 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** 17. Relative to item no. 20 of the previous meeting minutes, preliminary duct pressure testing procedure was performed ending last Friday. The formal duct testing and results need to be forwarded through Architects office to the mechanical Engineer by the test and balance company.
- UMD, MAM** 18. Relative to item no. 21 of the previous meeting minutes, Contractor is scheduled to start the excavation work to assist the Owner in the installation of the 10" chilled lines, out through the foundation of Area D and into the existing tunnel. This is scheduled to start this coming Tuesday, December 2, 2003.
- MAM** 19. Contractor is working with the alternate slate supplier for the exterior stone veneer. By phone conversation this day Dan verified that there shouldn't be a contractual problem between Mortenson and supplier. The new supplier will get back to Mortenson no later than December 9 with their proposal and confirmation of scheduled delivery.
- All
Contractors** 20. 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 21. The next construction meeting will be held Tuesday, December 2, 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

F:\01023 UMD Science Building\Administration\Construction\11-25-03CMM.doc

UMD Science Building Project #031007
3 Week Schedule

MORTENSON[®]		November							November							December						
		M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
Contractor Responsible	ACTIVITY	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									

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

MORTENSON[®]		November							November							December						
		M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
Contractor Responsible	ACTIVITY	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1	2	3	4	5	6	7
	Area A																					