



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 30, 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
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 30, 2004. There was a review of the previous construction meeting minutes dated November 23, 2004.

The following items were discussed and observations made:

SJA Architects

Architecture Interior Design Planning
stanusjohnson.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. Until the Owner refines the scope of the de-construction, the revised schedule is "to be determined".
2. Relative to item no. 2 of the previous meeting minutes, again, 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, and relative to item no. 3 of the previous meeting minutes, 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.

MAM

4. Relative to the above, Contractor is anticipating bringing the air handler units for the Teaching Wing online later this week. They intend to ramp up the pressure differential between the Teaching Wing and the Research Wing creating a positive pressure from the Teaching Wing into the Research Wing to eliminate, as much as possible, any de-construction debris, dust, etc.

MAM

5. Relative to item no. 5 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. 6 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.** Electrical installation of lighting in mechanical room no. 73 is in progress through the end of this week. De-construction of all three floors is in progress at this time.
- **Area A – De-construction.** Removal of wall bumpers is complete as of today. Removal of shelves and upper cabinets, ground floor, will be complete the end of this week. Removal of sinks is in progress. Demolition of electrical panels and wiring is ongoing. Removal of grilles, registers, and diffusers is proceeding through the end of this week. Removal of drywall on the ground floor is scheduled to start tomorrow.

- MAM**
- **Area B.** Installation of fin-tube heating is proceeding through the end of next week. Installation of grilles, registers, and diffusers will be complete this week. Installation of ceiling grid and ceiling panels, first floor, will be done this week, with same proceeding on the second floor through next week. Final floor polishing, first and second floors, is in progress through the end of next week. Installation of cabinet piping on the second floor will be complete this week. Installation of water piping in penthouse 350 should be complete this week. Electrical chiller room lights is proceeding through the end of next week. Installation of floor outlets on the first and second floors will start the beginning of next week. Installation of tops and hoods will be complete tomorrow. Work on floor expansion joints will be complete the end of this week. Installation of bathroom accessories on the ground floor will be complete the end of this week. Cleaning of all air handling units in the penthouse, according to the Contractor, is complete.
- MAM**
- **Area C.** Installation of fin tube heating will be done this week. Installation of grilles, registers, and diffusers should be done the end of this week. Installation of miscellaneous tops, as well as hoods, will be complete this week. Ceiling grid and ceiling panels, first and second floors, continues through the end of next week. Cabinet piping on the first floor will be done this week. Installation of lighting on the first and second floors will be complete the end of this week. Wiring of the auto claves will be done this week. Final floor polishing, first and second floors, will be complete the end of next week. Installation of wood doors and hardware will begin next week.
 - **Exterior.** After this construction meeting Architect and Owner performed a Substantial Completion Punch List of the exterior site work only. Pending completion of the punch list items the Owner will therefore assume maintenance for the site work, including sidewalks, curb, gutter, roadway, etc.
8. Kirby Drive will be open for public through traffic at 3:30 pm this coming Friday, December 3, 2004.
- Greg Ewald**
9. Architect recommended that the Owner consider installing pedestrian signs, read by the pedestrian approaching the crosswalk, south of the building, cautioning pedestrians of construction traffic.
- MAM**
10. Greg Ewald requested the MSDS (material safety data sheets) for the fire extinguishers.
11. Relative to item no. 9 of the previous meeting minutes and as stated above, Kirby drive will be opened for public "through" vehicular traffic starting this Friday, December 3, 2004 starting at 3:30 pm.
- MAM**
12. Relative to item no. 10 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**
13. Relative to item no. 11 of the previous meeting minutes, Architect requested that the Contractor forward, as soon as possible, the results of duct testing, all floors completed.
- Greg Ewald**
14. Concerning item no. 13 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.

- SJA** 15. Relative to item no. 15 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, Greg Ewald** 16. Coordination will need to be addressed with respect to the communication closets where the security camera equipment is located. These rooms need to be secure but are in the de-construction areas. Also, these doors need to be locked and the question is whether the Contractor should install a construction core or if the Owner chooses to install the permanent BEST cores.
- MAM** 17. Chuck Bosell had requested that the Contractor clean the fiber boxes.
- 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.
- SJA** 19. Relative to item no. 20 of the previous meeting minutes, Contractor was able to locate the document where they measured the clearance from the bottom of the soffit to the roadway. The least dimension on the roadway itself is 14'-8". Signage is required when the clearance is at or below 13'-6". Architect will be reviewing the possibility of dropping the soffit an additional 2" to gain insulation.
20. Relative to item no. 21 of the previous meeting minutes, John Rashid stated at the last construction meeting that the building, at the present time, has full time security presence inside the building during off hours. Security camera installation is in progress at this time.
21. There was a question concerning fire protection during the construction process. MAM indicated that the exterior siamese connection is and has been fully operational to charge the stand pipes at any time.
- MAM** 22. Architect informed the Contractor that during the de-construction the sheetrock ceiling in Corridor 50 can be removed but does not need to be replaced since the suspended acoustical tile ceiling carries the required rating.
- Dan Pennington** 23. Greg Ewald stated that MAM needs to be complete with their estimate and have it in the University's hands no later than next Wednesday.
- All Contractors** 24. 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** 25. The next construction meeting will be held **Tuesday, December 7th, 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-Dec							Dec					Dec								
		M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
Contractor Responsible	ACTIVITY	29	30	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
	Area A																					
API	Install lighting - Mech Rm. #73	x	x	x	x	x																
	Area B																					
Jamar Fitters	Install fintube heating	x	x	x	x	x			x	x	x	x	x									
Jamar - Tanners	Install GRD's	x	x	x	x	x																
Flament Hampshire	Grid, & pad ceilings - 1st floor	x	x	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			x	x	x	x	x									
AGO	Install cabinet piping - 2nd flr	x	x	x																		
AGO	Install water piping - Pent. #350	x	x	x	x	x																
API	Install Chiller Rm. Lights	x	x	x	x	x			x	x	x	x	x									
API	Install floor outlets - 1st&2nd								x	x	x	x	x									
Lance Inc.	Install tops & hoods	x	x	x																		
Mortenson	Install expansion joints	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																
Jamar - Tanners	Install GRD's	x	x	x	x	x																
Lance Inc.	Install misc. tops & hoods	x	x	x	x	x																
Flement Hampshire	Grid & pad ceilings - 1st&2nd			x	x	x			x	x	x	x										
AGO	Install cabinet piping - 1st floor	x	x	x	x	x																
API	Install lighting - 1st & 2nd	x	x	x	x	x																
API	Wire autoclaves	x	x	x	x	x																
Conc & Ter. Rest.	Retroplate floors - 1st & 2nd	x	x	x	x	x			x	x	x	x	x									
Mortenson	Install wood doors & hardware								x	x	x	x	x									
	Area A Demo																					
Mortenson	Remove wall bumpers	x	x																			
Lance Inc.	Remove shelves & uppers-gr.flr.	x	x	x	x	x																
AGO	Remove sinks	x	x	x	x																	
API	Demo panels & wire	x	x	x	x	x			x	x	x	x	x									
Jamars - Tanners	Remove diffusers		x	x	x	x																
Mortenson	Remove drywall-gr; flr.			x	x	x			x	x	x	x	x									
All Contractors	Open Kirby Dr.- 3:30 P.M.					X																