



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: **December 2, 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: John Rashid -UMD
Greg Ewald -UMD
Rick Stanius -STANIUS JOHNSON architects
Mike Pierson -M.A. Mortenson
Bret Woodland -M.A. Mortenson
Dan Pennington -M.A. Mortenson
Bob Leonard -M.A. Mortenson

OBSERVATIONS AND DISCUSSIONS:

A construction meeting was held at 1:30 p.m. on Tuesday, December 2, 2003. There was a review of the previous construction meeting minutes dated November 25, 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 39, 40, 45, 46, 47, 50, 51, 52, 53, 54, 55, 56, 57, 58 and 59.
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 concerning the grounding line that is currently attached to the abandoned 6" waterline, Contractor is to extend the twin grounding tape cables to the new waterline, utilizing Cal-Weld System.
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. Roofing work on the lower roof area is proceeding at this time and should be substantially complete by the end of this week. Installation of the electrical feeder lines in the penthouse should be complete by mid-week. Work on the air handling unit ductwork is proceeding this week through next week. Installation of louvers will proceed this week through the end of next week. Installation of heat lines, ground and first floors, will continue proceeding through the next three weeks. Concrete floor polishing of the first level is scheduled next week, contingent that this area receives heat. Work on the window installation should be substantially complete the end of this week. Steel stud framing of electrical room should be complete this week. Framing of the second floor will begin mid-week and continue through the end of next week. Installation of temporary enclosures is nearing substantial completion. Electrical work on panels and electrical rooms will continue through the next three weeks.
- MAM** ▪ Area B. Installation of air handling unit fans and ductwork continues through the next three weeks. Concrete unit masonry walls in Elevator No. 1 are substantially complete. Installation of heating and cooling lines is ongoing. Installation of louvers will begin next week. Roofing of the penthouse to line 9 will start next week, followed by roofing on the lower roof and that is to start mid-December. Window installation will continue through the latter part of December. Curtain wall work along line 1 will start the latter part of this week and continue through next week. Fireproofing near Elevator No. 1 is scheduled for the latter part of next week. Temporary enclosures are ongoing through the end of next week.
- MAM** ▪ Area C. Detailing and decking for the penthouse roof will be substantially complete the end of this week. Installation of rain leaders is ongoing and should be complete this week. Concrete block for parapet walls should be complete this week. Installation of lintels and parapet steel will be complete by the first part of next week. Framing of exterior walls is ongoing. Fireproofing will start the first part of next week and be complete by mid-week. Window blocking continues this week through the end of next week. Installation of windows will begin mid-December.
- MAM** ▪ Area D. Work on concrete block for Stair No. 4 will be complete by the end of this week. Installation of steel beams at Stair No. 4 will be complete by the end of this

week. Erection lintels in the skyway will start mid-week and continue through the latter part of December. Detailing and decking will be substantially complete this week. The bridge is due in the middle of December. Fireproofing will continue through the end of this week and is ongoing at the present time. Concrete block on the ground level walls will start next week and continue through the latter part of December. Excavation for the twin 10" chiller lines is ongoing with core drilling complete at this time. Installation of the twin piping by the University is scheduled to start tomorrow and continue through the latter part of the week. Backfilling for these lines is scheduled for Friday, through the first part of next week. Placement of the concrete slab on grade block-out for these lines is scheduled for mid-next week. Electrical gear arrives in mid-December.

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. Architect also asked that this revised detail indicates acceptance of either hard plastic or treated plywood shims.

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. Architect will ask GME to take another reading tomorrow.

9. Relative to item no. 9 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. Architect discussed expediting the lab mock-up as soon as possible. Also, consideration is to be given for the Contractor to supply a typical research wing and teaching wing fume hood for Owners review. Since these hoods are repeated many times throughout the Facility, this is strongly encouraged.

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.** Dan expects to see this sample next week. It is to be reviewed by MAM and SJA prior to forwarding to RBJ.
- MAM, GME, MBJ**
10. Relative to item no. 10 of the previous meeting minutes, Contractor indicated that all materials are onsite for column splice shimming. This work is scheduled to start tomorrow. Contractor, again, is to notify GME and MBJ as the work starts for initial inspection.
- MAM**
11. Relative to item no. 11 of the previous meeting minutes, Architect needs to review the small crack sealant after final polish being applied by Retro-Plate sub-contractor.
- Also, Architect has not heard any further communication from MAM on Architects response to CIC regarding the construction joint sealant substitution.
- UMD Facilities, MAM**
12. Relative to item no. 12 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 indicated that George Gelerstad is set up to do a cross-over to maintain the low pressure steam service. He does need from the Contractor the starting date for the Contractors work and the duration of that work. MAM is to respond as soon as possible, again this is tentatively scheduled for the month of June 2004.
- MAM**
13. Relative to item no. 13 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. 14 of the previous meeting minutes, when corrective work is anticipated by MAM on Stair No. 1 stringer they are to notify MBJ for their inspection of the contemplated procedure.
- MAM**
15. Relative to item no. 16 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**
16. Relative to item no. 17 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. Contractor is to forward to the Architect and UMD the schedule for duct testing.
- UMD, MAM**
17. Relative to item no. 18 of the previous meeting minutes, work on the twin 10" chilled lines is ongoing. The area has been excavated and the core drilling is complete.

- MAM** 18. Relative to item no. 19 of the previous meeting minutes, the 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.
- MAM** 19. Discussion was held concerning the Elevator Shop Drawings. Architect expects to see a "final review shop drawing set" supplied by the Elevator Sub-Contractor incorporating all of the revisions and corrections previously noted. Typically the elevator manufacturer will not go into fabrication until this final step has been taken.
- 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 9, 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

MORTENSON[®]		December						December						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	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
	Area A																					
Com. Roof.	Install lower roof	x	x	x	x	x																
API	Install feeder line -penthouse	x																				
Jamar-Tinners	Install AHU ductwork	x	x	x	x	x			x	x	x	x	x									
Jamar-Tinners	Install louvers	x	x	x	x	x			x	x	x	x	x									
Jamar- Fitters	Install heat lines Ground and 1st flrs.	x	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																
Minute-Ogle	Frame elect. Rooms			x	x	x																
Minute-Ogle	Framing 2nd Flr			x	x	x			x	x	x	x	x									
Mortenson	Install Temporary Enclosure	x	x	x																		
API	Elect. Panels @ Elect. Rms					x			x	x	x	x	x			x	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	x		
Harbor City	Block walls&Elev. #1	x	x																			
Jamar - Fitters	Install heating, & cooling	x	x																			
Jamar	Install Louvers								x	x	x	x	x									
Com Roofing	Install pent.roof to 9-line								x	x	x	x	x									
Com Roofing	Install lower roof															x	x	x	x	x		
HKL	Install windows	x	x	x	x	x			x	x	x	x	x			x	x	x	x	x		
HKL	Install curtain wall, 1-line				x	x			x	x	x											
Minuti Ogle	Fireproofing Near Elev. 1										x	x										
Mortenson	Install Temp. Enclosure	x	x	x	x	x			x	x	x	x	x									
	Area C																					
N. Erectors	Detail & deck pent.roof	x	x	x	x	x																
AGO	Install rain leaders	x	x																			
Harbor City	Block parapet walls			x	x																	
N. Erectors	Lintels @ Parapet					x			x													
Minute-Ogle	Frame ext. walls	x	x						Remaining Penthouse													
Minute-Ogle	Fireproofing								x	x	x											
Mortenson	Window Blocking	x	x	x	x	x			x	x	x	x	x									
HKL	Install Windows															x	x	x	x	x		
	Area D																					
Harbor City	Lay block st. # 4			x	x	x																
N. Erect.	Install Beams @ St. 4				x	x																
N. Erect.	Erect lintels- skyway			x	x	x			x	x	x	x	x			x	x	x	x	x		
N. Erect.	Detail, & deck	x																				
N. Erect.	Bridge								D													

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3 Week Schedule

MORTENSON[®]		December							December							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	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
	Area A																					
Minuti-Ogle	Fireproofing		x	x	x	x																
Harbor City	Block ground level walls								x	x	x	x	x			x	x	x	x	x		
Ulland	Excavate for UMD future piping	x																				
UMD	Install Future 10" Piping		x	x	x																	
Ulland	Backfill Future 10" piping					x			x													
Mortenson	Place Concrete @ Slab block-out									x												
API	Electrical Gear Arrives															x	x	x				
API	Generator Arrives																					
																Wk. of 12/22						