



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 7, 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 |
| Chris Wiberg | -Twin Ports Testing |

OBSERVATIONS AND DISCUSSIONS:

A construction meeting was held at 1:30 p.m. on Tuesday, December 7, 2004. There was a review of the previous construction meeting minutes dated November 30, 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

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ACTION

MAM, UMD

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".

Dan stated that based on the schedule that he has included in his Scope of Work submitted to Owner today with accompanying work items and budget estimate, the schedule has been revised for the Research Wing to May 31, 2005. This is slightly off from the Owners original requested completion date of May 15, 2005. Dan indicated however, that if the scope of the work is not clearly defined and authorized by the end of this week they will be a minimum of six months out from completion as of the date of this meeting.

Relative to the above, minimal items that at this date still needed for definition of scope of work are the low-temp rooms. Manufacturers have indicated that they will not warranty the low temp rooms except for the cooling equipment itself. The boxes are out of warranty. This also applies to the fume hoods, wherein the supplier is indicating the fume hoods will not be warranted. Contractor needs written authorization from Owner to proceed with replacement of these two work items, since they are large dollar amount items. Dan does not consider those "incidentals" to the scope of the work.

2. MAM needs a refined Notice to Proceed from the University as soon as possible to expand on the scope of work outlined on the preliminary Notice to Proceed.
3. 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.

Dan indicated that they will be complete with the Contract Document work by December 31, 2004 for the Teaching Wing, with the exception of impacted work that either feeds from the Teaching Wing to the Research Wing or vice versa. Also, the commissioning and equipment in-service instruction items are also excluded, because again they are interfaced between the two Wings.

MAM

4. Relative to item no. 3 and 4 of the previous meeting minutes with respect to sealing off of the Teaching Wing from the Research Wing and also air balancing of the two wings, Chris indicated that as documented on Architects FOR reports the containment poly barriers are in place to help air balance the ground floor Research Wing from the upper two floors and the Research Wing from the Teaching Wing. There presently has not been barriers in place between the Teaching Wing and the Research Wing to assist positive air flow from the Teaching to the Research Wing.

Concerning air flow in the Research Wing itself, again, balancing and day to day monitoring by Twin Ports Testing is ongoing to maximize the positive air flow into and direct exterior discharge outflow on the ground floor. Also attempting to isolate the ground floor from the first and second floors by containment poly urethane walk through screens.

MAM 5. Also concerning the above, MAM will be installing at a future date a worker traffic controlled devices to minimize dust from deconstruction and reconstruction in the Research Wing from moving into the Teaching Wing so that the final clean does not need to be done a second time.

MAM 6. 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.

7. 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 115, 117.1 and 118. **Contractor is to respond to these proposal requests as soon as possible.**

8. 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.** Lighting installation in mechanical room no. 73 is proceeding through the end of this week.
- **Area A – De-construction.** Air scrubbers and containment installation was complete as of today. Removal of cabinet work on the first floor is proceeding. Removal of sinks on the second floor is substantially complete. Removal of duct and pipe insulation on the ground floor in the Labs is substantially complete and is ongoing in the Corridor and Mechanical rooms at this time. Electrical demolition of panels and wiring, on all floors, is ongoing. Removal of fume hood drops is complete on the ground floor and is proceeding on the first floor. Removal of drywall is proceeding on the ground floor.

MAM

- **Area B.** Installation of fin-tube heating will be complete the end of this week. Ceiling tile installation on the first floor should be complete tomorrow. Installation of ceiling grid and panels on the second floor should be complete by the end of next week. Mechanical installation of cabinet piping on the second floor will be complete this week. Electrical install of chiller room lights will be complete this week. Electrical installation of floor outlets after adapter retro plating on the first and second floors will be complete this week. Electrical installation of fixtures on the second floor should be done by the end of this week. Insulating of duct and pipe in Penthouse 350 continues through the end of next week. Installation of expansion joints will be complete this week. Touch up walls, first and second floor sheetrock, will be continuing through the end of next week. Installation of vinyl base and flooring is proceeding.

MAM

- **Area C.** Installation of fin tube heating continues through the end of this week. Work on grilles, registers, and diffusers, both first and second floors, continues through mid next week. Installation of ceiling grid and panels, first and second floors, continues through the end of next week. Work on cabinet piping, first floor, will be complete the end of this week. Installation and tensioning of cable railings in the Commons Area will continue through the end of this week. Electrical installation of fixtures on the second floor will begin next week. Final floor polishing of the Commons Area will be complete the end of this week. Installation of wood doors and hardware will be complete the end of this week.

- **Area D.** Miscellaneous mechanical and electrical final fit out and insulation is proceeding.

- Facilities Mgmt.** 9. With respect to lock core installation, and relative to item no. 14 of the previous meeting minutes, it was agreed at this meeting that the University will proceed with this work in the Teaching Wing after the Holiday break, approximately the end of January.
- Facilities Mgmt, Greg Ewald** 10. Architect questioned whether it is the Universities intent to wax and maintain wax finish on the concrete floors. This will have a positive impact to give uniformity to the concrete floor finish and appearance. Dan indicated that he would need to have a decision on this within the next three weeks because he is calling in his cleaners and they need to know at that time what the Universities expected finish on the concrete floor would be.
- Facilities Mgmt, Greg Ewald** 11. Relative to the Exterior punch list, Dan Pennington requested from UMD through Greg Ewald, in writing, that the University accepts "Control and Custody" as well as General Liability Insurance for the exterior site. This would be all site items with the exclusion of the building proper.
- Greg Ewald** 12. Relative to item no. 9 of the previous meeting minutes, 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** 13. Relative to item nos. 12 and 13 of the previous meeting minutes, Architect received from Contractor today documentation with respect to x-ray photography of the steam line joints, as well as report on duct/air testing. Still needed as a supplement to this report from Twin Ports Testing is documentation that weld ID W/N09 Section No. 0-1 and 1-2 as well as W/N-10 Section No. 2-0 has been retested.
- SJA** 14. 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** 15. Relative to item no. 17 of the previous meeting minutes, Chuck Bosell had requested that the Contractor clean the fiber termination boxes in the communication closet.
16. Relative to item no. 20 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.
17. As indicated in the short term schedule, Chris stated that removal of the base cabinets on the first floor is ongoing. Again, Dan had indicated that there is no warranty by the Manufacturer on these units.
- Dan stated that deconstruction on the first and second floors will stop next week unless he has a refined Notice to Proceed from the Owner. This will impact the completion date which is noted at the beginning of this report.
- UMD** 18. Chris stated that he is recommending that all sheetrock on the first floor be removed based on test results that he is obtaining.
- Facilities Mgmt. TPT** 19. Chris and/or UMD will perform a moisture penetrometer test on the window semi-rigid insulating units between the glazing panels. These are sealed around their perimeter and they should be okay, but a moisture test is needed.

- MAM** 20. Architect instructed the Contractor to complete the ground floor duct and pipe insulation removal and move up to the first floor as soon as possible in order to avoid any potential of the duct work and/or piping to start rusting, as the insulation is holding moisture.
- Greg Ewald** 21. In follow-up to last weeks 1:00 pm meeting on Thursday December, 2, 2004 with Facilities Management as well as representatives from Johnson Controls and Trane, a letter from Johnson Controls dated December 6, 2004 outlines the proposed hardware points that will be retained and the proposed hardware points that are to be eliminated. These need to be reviewed and approved by Facilities Management in order for this letter to be processed by MAM into a credit proposal.
- 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, December 14th, 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

| MORTENSON[®] | | 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 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| | 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 | | | | | | | | | | | | | | | | |
| Flament Hampshire | Pad ceilings - 1st floor | x | x | x | | | | | | | | | | | | | | | | | | |
| Flament Hampshire | Grid & pad ceilings - 2nd floor | x | x | x | x | x | | | x | x | | | | | | | | | | | | |
| AGO | Install cabinet piping - 2nd flr | x | x | x | x | x | | | | | | | | | | | | | | | | |
| API | Install Chiller Rm. Lights | x | x | x | x | x | | | | | | | | | | | | | | | | |
| API | Install floor outlets - 1st&2nd | x | x | x | x | x | | | | | | | | | | | | | | | | |
| API | Install fixtures 2nd floor | | x | x | x | x | | | | | | | | | | | | | | | | |
| Neuman Insul. | Insulate duct & pipe Pent#350 | x | x | x | x | x | | | x | x | x | x | x | | | | | | | | | |
| Mortenson | Install expansion joints | x | x | x | | | | | | | | | | | | | | | | | | |
| Minute-Ogle | Touch-up walls - 1st & 2nd | | | x | x | x | | | x | x | x | x | x | | | | | | | | | |
| Contract tile | Install vinyl base, & floor | x | x | x | x | x | | | x | x | x | x | x | | | x | x | x | x | x | | |
| | Area C | | | | | | | | | | | | | | | | | | | | | |
| Jamar - Fitters | Install fintube heating | x | x | x | x | x | | | | | | | | | | | | | | | | |
| Jamar - Tanners | Install GRD's - 1st & 2nd flr | x | x | x | x | x | | | x | x | | | | | | | | | | | | |
| Flement Hampshire | Grid & pad ceilings - 1st&2nd | x | x | x | x | x | | | x | x | x | | | | | | | | | | | |
| AGO | Install cabinet piping - 1st floor | x | x | x | x | x | | | | | | | | | | | | | | | | |
| No. Erectors | Install cable railings - commons | x | x | x | x | x | | | | | | | | | | | | | | | | |
| API | Install fixtures 2nd flr. | | | | | | | | x | x | x | x | x | | | | | | | | | |
| Conc & Ter. Rest. | Retroplate floors - commons | x | x | x | x | x | | | | | | | | | | | | | | | | |
| Mortenson | Install wood doors & hardware | x | x | x | x | x | | | | | | | | | | | | | | | | |
| | Area A Demo | | | | | | | | | | | | | | | | | | | | | |
| Mortenson | Install scrubbers & containment | x | x | | | | | | | | | | | | | | | | | | | |
| Lance Inc. | Remove base cabs-1st flr. | x | x | x | x | x | | | | | | | | | | | | | | | | |
| AGO | Remove sinks - 2nd floor | x | x | x | x | x | | | | | | | | | | | | | | | | |
| Neuman Insul. | Remove duct ins.-gr. Flr. | x | x | x | x | x | | | | | | | | | | | | | | | | |
| API | Demo panels & wire | x | x | x | x | x | | | | | | | | | | | | | | | | |
| Jamars - Tanners | Remove fume hood drops | x | x | x | x | x | | | | | | | | | | | | | | | | |
| Mortenson | Remove drywall-gr; flr. | x | x | x | x | x | | | | | | | | | | | | | | | | |