



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 9, 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: Greg Ewald -UMD
Rick Stanius -STANIUS JOHNSON architects
Mike Pierson -M.A. Mortenson
Bret Woodland -M.A. Mortenson
Dan Pennington -M.A. Mortenson
Bob Braun -M.A. Mortenson

OBSERVATIONS AND DISCUSSIONS:

A construction meeting was held at 1:30 p.m. on Tuesday, December 9, 2003. There was a review of the previous construction meeting minutes dated December 2, 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, 59, 60 and 61. **Contractor is to respond to these proposal requests as soon as possible.**
4. Disruption avoidance issues:
- MAM** ▪ None.
5. Progress to date:
- MAM** ▪ 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 will be complete, weather permitting, this week. Installation of duct work continues this week and next week. Work on exterior louvers will begin the latter part of this week and extend through the last week of December. Installation of heat lines on the first floor continues for the next three weeks. Concrete floor polishing will start mid-week on the first floor and continue through next week. Framing of electrical rooms will be complete this week. Framing of the second floor will begin the latter part of this week and continue through the following week. Installation of water mains on the first floor will be substantially complete the end of this week. Electrical panels work in the electrical rooms continues.
- MAM** ▪ Area B. Installation of air handling unit fans and ductwork will continue for the next three weeks. Installation of heating and cooling mains and run-outs continues on the first and second floors for the next two weeks. Installation of exterior louvers will begin next week and continue through the last week of December. Installation of lab waste on the first floor will start the latter part of this week and continue through the end of next week. Roofing work on the penthouse will begin, weather permitting, the latter part this week and continue through the following week. Roofing work on the lower roof is scheduled to begin the last week of December. Installation of exterior windows continues for the next three weeks. Installation of curtain wall on Line 1 is scheduled to begin next week and continue through the last week of December. Fireproofing will proceed through the end of this week. Work on the temporary enclosure continues through the end of this week.
- MAM** ▪ Area C. Installation of storm drains on the second floor will begin mid-next week and continue through the following week. Interior concrete block work is proceeding and will be substantially complete mid-next week. Exterior wall sheathing is proceeding. Fireproofing work is ongoing and will be complete this week. Window blocking will continue this week and next week with installation of exterior windows scheduled to begin the last week of December. Installation of ground floor heat mains and run-outs continues.
- MAM** ▪ Area D. Steel lintels and skyway work will continue through the next three weeks. Erection of the bridge is scheduled for this week. Structural steel decking and detailing will start the latter part of this week and continue through next week. Concrete block work on the ground level walls will start next week and continue through the last week of December. Reconnecting piping conduits and placing

the concrete slab on grade for the twin 10" chilled lines will be complete this week. Electrical gear is scheduled to arrive next week, with generator scheduled to arrive the last week of December.

MAM

6. 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.

Architect reviewed the two details submitted by the Contractor and asked for them to be revised and resubmitted, specifically noting the plastic or treated wood shims as well as revising the flashing locations.

GME

7. Relative to item no. 8 of the previous meeting minutes, Architect will ask GME to publish their temperature readings for the thermal couple sensing units on the slab on grade Areas A-D. It appears from a preliminary review that the areas remain above freezing temperatures.
8. 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. Contractor is not authorized to proceed with cable tray installation revisions without Owner review of any potential cost implications.

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. Mike indicated that there could be a slight cost increase for delivery of the two typical fume hoods. If this cost is minor, Architect authorized fabrication and delivery.

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.

**Scott Holm,
MAM, SJA**

- Sprinkler shop drawings have been received, reviewed, and forwarded by the Contractor by the Design Team. A number of Mr. Stringfield's comments have been incorporated by the Design Team and returned to the Contractor. In the electrical rooms it appears as though requirement will be for a two-hour separation which Architect will issue a proposal request to the Contractor for changing a number of ratings of doors and frames. It is assumed that the Owner does not want to sprinkle these electrical rooms. Architect is still awaiting confirmation of this from Scott Holm.

Contractor needs to forward a final shop drawing incorporating all of the red-lines and comments.

MAM

- Sun screens. Dan reported that his sub-contractor has received the sample and is not satisfied with the color match of the welding. Architect requested that the sample be forwarded to MAM so that the Design Team can also inspect the sample.

**MAM, GME,
MBJ**

9. 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.

10. 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.

Architect instructed the Contractor that there will be no product substitution for the construction joint sealant.

MAM

11. 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

12. Relative to item no. 15 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

13. Relative to item no. 16 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.

14. There was a question on shop drawing submittal to the Commissioning Agent. Sebesta Blomberg specifically instructed the Architects office to send them a copy of the same shop drawings sent to the Engineers prior to their review and approval comments. This has been strictly adhered to by the Architects office. If now Sebesta Blomberg needs an approved comment set typically the comments are on cover letter format attached to the shop drawing and SB can make copies of these from the jobsite trailer.

MAM

15. Dan brought up a question with respect to the brick and stone installation. Originally the stone was scheduled for installation during the winter because it is "dry-set" and the brick in the spring and summer of 2004. Because of the delay in the stone he indicated that it would be a benefit to the project if consideration was given to start the brick work this winter so that it does not directly overlap on top of the stone installation which now will need to take place in the summer. He needs to get a preliminary number together so that this can be discussed with Facilities Management.

- MAM** 16. Relative to item no. 18 of the previous meeting minutes concerning the exterior stone veneer, Dan reported that they have worked out all of the Contractual issues with the new supplier. The new supplier is scheduled to get back to Dan tomorrow on their proposal. If acceptable, the shop drawing process needs to be initiated as soon as possible so that the stone is onsite and ready for installation this sprint.
- MAM** 17. Relative to item no. 19 of the previous meeting minutes, 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.
- SJA** 18. Requested by Dan, Architect will email the change order language that has been discussed between Dan, Architects office and John Rashid.
- SJA, MAM** 19. Undersigned discussed with Brett the upcoming proposal request for the furniture on the project. Typically the base cabinet or desk is floor mounted and does not require direct wall attachment. However, the tact boards and overhead bins do require direct wall attachment. Most manufacturers do not require additional wall blocking for wall mounted furniture, but there could be an approved manufacture that does. The objective is to get the furniture design out to the Contractor and numbers back and approved by the Owner prior to sheetrock work beginning so that if blocking is necessary it is incorporated into the Contractors price for the furniture and of course incorporated into the work prior to the sheetrock beginning.
- MAM** 20. Architect gave a copy of a communication that apparently transpired direct between Square D Company and the University regarding a SM-4Z fuse. This apparently skipped the chain of communication. Architect requested that Mortenson review this issue with API and find out if this is a request for substitution.
- MAM** 21. With respect to Jamars re-submittal for Johnson Controls, Contractor is aware of the issue with the attenuators. The attenuating devises shall be as per Contract Documents and therefore Johnson Control needs to re-submit their packet, correcting this deficiency.
- All Contractors** 22. 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** 23. The next construction meeting will be held **Tuesday, December 16, 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

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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	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
	Area A																					
Com. Roof.	Install lower roof	x	x	x																		
Jamar- Tanners	Install AHU ductwork	x	x	x	x	x			x	x	x	x	x									
Jamar-Tanners	Install louvers				x	x			x	x	x	x	x			x	x	x				
Jamar- Fitters	Install heat lines 1st flr.	x	x	x	x	x			x	x	x	x	x			x	x	x				
Conc Restoration	Retroplate 1st level			x	x	x			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									
AGO	Watermains 1st flr.	x	x	x	x	x																
API	Elect. Panels @ Elect. Rms			x	x	x			x	x	x	x	x			x	x	x				
	Area B																					
Jamar-Tanners	Install AHU fans, & duct	x	x	x	x	x			x	x	x	x	x			x	x	x				
Jamar - Fitters	Inst. Heat/cool 1st&2nd flrs.		x	x	x	x			x	x	x	x	x									
Jamar - Tanners	Install Louvers								x	x	x	x	x			x	x	x				
AGO	Install lab waste 1st flr.				x	x			x	x	x	x	x									
Com Roofing	Install pent.roof to 9-line				x	x			x	x	x	x	x									
Com Roofing	Install lower roof															x	x	x				
HKL	Install windows	x	x	x	x	x			x	x	x	x	x			x	x	x				
HKL	Install curtain wall, 1-line								x	x	x	x	x			x	x	x				
Minuti Ogle	Fireproofing Near Elev. 1	x	x	x																		
Mortenson	Install Temp. Enclosure	x	x	x	x	x																
	Area C																					
AGO	Install storm drains 2nd flr										x	x	x			x	x	x				
Harbor City	Lay block int walls		x	x	x	x			x	x												
Minute-Ogle	Sheet walls																					
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				
Jamar- Fitters	Install heat ground flr.	x	x	x	x	x			x	x	x	x	x			x	x	x				
	Area D																					
N. Erect.	Erect lintels- skyway	x	x	x	x	x			x	x	x	x	x			x	x	x				
N. Erect.	Erect bridge		x	x																		
N. Erect.	Detail, & deck				x	x			x	x	x	x	x									
Harbor City	Block ground level walls								x	x	x	x	x			x	x	x				
API&AGO	Re-connect conduit & piping			x																		
Mortenson	Place blockout & st.#4 SOG			x	p																	
API	Electrical Gear Arrives								x	x	x											
API	Generator Arrives															x	x	x				