



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 14, 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:

John Rashid	-UMD
Greg Ewald	-UMD
Rick Stanius	-STANIUS JOHNSON architects
Dan Pennington	-M.A.Mortenson
Bob Braun	-M.A.Mortenson
Mike Beer	-M.A.Mortenson
Glen Panheel	-M.A.Mortenson

OBSERVATIONS AND DISCUSSIONS:

A construction meeting was held at 1:30 p.m. on Tuesday, December 14, 2004. There was a review of the previous construction meeting minutes dated December 7, 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. Because of the vandalism Dan is estimating at this point that they are approximately two weeks off schedule from the official substantial completion date of December 31, 2004 for the Teaching Wing only.

Dan indicated that they should be able to complete the Contract Document work by mid January, 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.

2. 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.

This morning after meeting with the Owner and Insurance Representatives, Dan feels that he has been given an expanded scope of work that will allow him to hit the completion date shown in Owners schedule of May 15, 2005. This is contingent that timely decisions are made on the chilled rooms as well as the Insurance Company having their people onsite and removing salvaged items in a timely fashion so that they are not in his way for deconstruction and reconstruction.

MAM

3. Relative to item no. 2 of the previous meeting minutes concerning the Notice to Proceed document from the University, Dan will draft a memorandum of understanding outlining the items discussed and expanded items authorized to proceed with on the deconstruction and reconstruction as follow up to the meeting between Contractor, Owner, and Design Team, and Owners Insurance Company.
4. Relative to item no. 3 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.

MAM, SJA

5. John Rashid requested that the Architect and Contractor review CO #16.1 for any potential redundancy in the vandalism work.

MAM

6. Concerning item no. 5 of the previous meeting minutes, MAM intends to barrier off the Teaching Wing from the Research Wing after the Teaching Wing has been cleaned and punch listed to prevent cross traffic.

MAM

7. Relative to item no. 6 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.

8. Relative to item no. 7 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.**
9. 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.** Mechanical contractor is resecuring the in wall blocking that was compromised during the deconstruction of the sheetrock at this time. No additional reconstruction on the ground floor has started.
 - **Area A – De-construction.** Air scrubbers and containment isolation remains in place. Removal of sheetrock is ongoing at this time. Also removal of all cabinets and countertops is complete and stored in the north sections. Removal of the fume hoods is proceeding. On the ground floor, deconstruction is substantially complete. Deconstruction of the second floor is scheduled to start next week. Removal of casework on the second floor is scheduled to begin the end of this week. Removal of duct insulation on the first floor continues through mid next week. Demolition of electrical panels and wire on the first floor will be complete this week and will start next week on the second floor. Miscellaneous duct demolition continues on the first floor through this week. Demolition of the cold rooms hopefully will start in a selected demolition fashion on one room on the ground floor next week. Drywall installation on the ground floor will start the latter part of next week. Installation of storage fence will begin tomorrow.
- MAM**
- **Area B.** Installation of fin-tube heating will be done today. Padding of ceilings on the second floor continues through next week. Installation of floor outlets first and second floors will be done this week. Installation of electrical fixtures on the second floor will be done this week. Insulating of ducts and pipes in Penthouse 350 will be done this week. Work on grouting the expansion joints will be done this week. Miscellaneous sheetrock touch up, first and second floors, will be done this week. Work on vinyl base and flooring continues through the end of next week. Floor coating in Penthouse 300 is scheduled the last week of December. Final cleaning of Areas B & C are scheduled for the last week of December.
- MAM**
- **Area C.** Installation of fin tube heating continues through next week. Work on grilles, registers, and diffusers, both first and second floors, will be done this week. Ceiling grid on the first floor will be done this week and will start the latter part of this week through the end of next week on the second floor. Electrical miscellaneous covers and fixtures continues through mid next week. Installation of cable railings in the Commons area will be done tomorrow. Installation of electrical fixtures on the second floor will be done this week. Floor polishing of Corridor floors will be done tomorrow. Installation of wood doors and hardware will be done this week.
- Facilities Mgmt.**
10. Relative to item no. 9 of the previous meeting minutes with respect to lock core installation, it was agreed that the University will proceed with this work in the Teaching Wing after the Holiday break, approximately the end of January.
- RBJ, SJA**
11. Relative to item no. 10 of the previous meeting minutes, Mr. Rashid requested a letter from the Design Team on their recommendation with respect to the concrete floor finish throughout the Facility relative to recommendation on waxing.

- Facilities Mgmt, Greg Ewald** 12. Relative to item no. 11 of the previous meeting minutes regarding 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.
- MAM** 13. Relative to item nos. 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. 14 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.
15. Relative to item no. 16 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.
- Greg Ewald** 16. Relative to item no. 21 of the previous meeting minutes, in follow-up to the 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** 17. 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** 18. The next construction meeting will be held **Tuesday, December 21st, 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[®]		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	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2
	Area A																					
	Area B																					
Jamar Fitters	Install fintube heating	x	x																			
Flament Hampshire	Pad ceilings - 2nd floor				x	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	x																
Neuman Insul.	Insulate duct & pipe Pent#350	x	x	x	x	x																
Mortenson	Grout expansion joints			x	x																	
Minute-Ogle	Touch-up walls - 1st & 2nd	x	x	x	x	x																
Contract tile	Install vinyl base, & floor	x	x	x	x	x			x	x	x	x										
Duluth Coatings	Install Floor coating-Pent #350															x	x	x	x			
Evergreen Cleaners	Final clean areas B&C															x	x	x	x			
	Area C																					
Jamar - Fitters	Install fintube heating			x	x	x			x	x	x	x										
Jamar - Tinnners	Install GRD's - 1st & 2nd flr	x	x	x	x	x																
Flement Hampshire	Grid ceilings 1st floor	x	x	x	x	x																
Flement Hampshire	Pad ceilings - 1st & 2nd floors				x	x			x	x	x	x										
AGO	Install misc covers& fixtures	x	x	x	x	x			x	x												
No. Erectors	Install cable railings - commons	x	x	x																		
API	Install fixtures 2nd flr.	x	x	x	x	x																
Conc & Ter. Rest.	Retroplate corridor floors	x	x	x																		
Mortenson	Install wood doors & hardware	x	x	x	x	x																
	Area A Demo																					
Mortenson	Demo drywall - 1st floor	x	x	x	x	x																
Mortenson	Demo drywall 2nd floor								x	x	x	x				x						
Lance Inc.	Remove base cabs-1st flr.	x	x	x																		
Lance Inc.	Remove casework - 2nd floor				x	x			x	x	x	x										
AGO	Remove plumbing - fume hoods	x	x	x	x	x																
Neuman Insul.	Remove duct ins.-1st Flr.	x	x	x	x	x			x	x												
API	Demo panels & wire-1st flr.	x	x	x	x																	
API	Demo panels & wire- 2nd flr.					x			x	x	x	x										
Jamars - Tinnners	Misc. duct demo	x	x	x	x	x																
Arrowhead Refridge	Demo cold rooms		x	x	x	x			x	x	x	x										
Minute-Ogle	Install drywall ground floor										x	x				x	x	x	x			
Keller Fence	Install storage fence		x	x																		
Otis Elevator																						