



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 16, 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 16, 2003. There was a review of the previous construction meeting minutes dated December 9, 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 40, 46, 47, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, and 63. **Contractor is to respond to these proposal requests as soon as possible.**
4. Disruption avoidance issues:
- MAM** ▪ None.
5. 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. Weather permitting, Contractor anticipates being substantially complete with the lower roof area. Work on the air handling unit ductwork mains and take-offs continues. Installation of louvers should start this week and continue through December. Installation of heat mains and run-outs on the second floor will continue through the end of this week. Work on the concrete restoration floor polishing has started today on the first level and will continue through next week. Interior framing continues this week and next week. Electrical work on the mains on the ground floor corridors as well as ground floor branch runs will continue through the next three weeks. Also, work in the electrical rooms on the electrical gear also continues through December. Installation of mechanical mains on the ground floor corridors, as well as branch lines on the ground floor, is proceeding this week and will continue through the month of December.
- MAM** ▪ Area B. Installation of air handling unit fans and ductwork will continue through the month of December. Installation of heating and cooling lines on the first and second floors will continue through this week and next. Installation of louvers will start the last week of December. Electrical installation of mains and branch lines on the first and second floors will proceed through the month of December. Roofing work will start on the penthouse, weather permitting, the latter part of this week and will continue through December with Contractor moving from the penthouse to the lower roof area the end of December and continuing through January. Installation of windows is proceeding and should be substantially complete the end of December. Installation of the curtain wall started this week and will continue through next week. Interior framing started this week and will continue through next week. Mechanical work on mains and branch lines on the first and second floors continues through the month of December.
- MAM** ▪ Area C. Mechanical work on storm drains on the second floor is proceeding this week through the end of next week. Concrete block work on interior walls will be complete this week. Steel stud framing will start next week. Roof and window blocking is proceeding and will continue through December. Installation of windows is scheduled to start the last week of December. Fitting of heat on the ground floor continues through December.
- MAM** ▪ Area D. Work on structural steel lintels on the skyway is proceeding. Erection of Stair #4 started this week and should be substantially complete by the end of the week. Detailing of the stair and deck landings also is proceeding. Concrete block work on the ground level will start this Thursday and continue through the end of

the month. Pouring of the skyway landings is scheduled for this Friday. Work on the electrical gear is continuing this week with the generator scheduled to arrive next week.

MAM

6. Relative to item no. 6 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. 7 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. 8 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.

Re-routing of the cable tray was discussed and the Contractor is aware that if there are any pricing implications they are not authorized to proceed with this work until this has been reviewed and approved by the Design Team and Owner.

MAM, RBJ

- Mock-ups and color samples. Reference architects letter to Contractor of July 1, 2003. The Contractor expects to have the Lab rough-in mock-up ready the second week of January. As soon as that has been approved by Owner, Engineer and Commissioning Agent Team then the finishing work will begin.

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.

Architect is in receipt, through MAM, on the wood samples for the casework paneling and doors. These samples have been forwarded to RBJ for their review and consideration.

Architect is waiting a mock-up on the intumescent paint.

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.

Discussion was again held concerning the rating requirement for the electrical in generator rooms. It is the Design Team's recommendation that the walls around these rooms be revised to 2-hour rating as opposed to sprinkling the rooms. Greg asked to see pricing for both options, rating of the walls or sprinkling of the rooms. Architect will issue a proposal request. However, the Architect has instructed the Contractor at this point to use the concrete block with the shell thickness that will meet the requirements for the 2-hour concrete masonry unit wall as well as the doors and frames to carry the proper rating for a 2-hour separation. Neither one of these two have price implications and therefore the Architect has instructed this revision to be made so that the walls will not need to be re-constructed in the event that the 2-hour rating option is elected by the Owner. The proposal request will be issued calling out for these revisions as well as the additional fireproofing of the structure and top of wall and well as the deletion of the acoustical spray material.

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. 9 of the previous meeting minutes, Contractor reported that the column splice shimming work is complete. It has been inspected and Contractor stated it was approved by GME. The report from GME should indicate their inspection and approval. Paul, from MBJ, will also inspect the work.

10.

MAM

11. Relative to item no. 11 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. 12 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. 13 of the previous meeting minutes, preliminary duct testing in Area A risers and mains will start this Wednesday. Results of the testing by the test and balance Contractor needs to be forwarded to the Design Team as well as the Commissioning Agent.
14. With respect to the Commissioning Agent, final approved mechanical and electrical shop drawing Library is maintained on the site by MAM and the Commissioning Agent is free to utilize that library contingent that the sets do not leave the trailer. Also, of course, the Owner and Architect have an approved set of the same shop drawings.

MAM, SJA, John Rashid

15. Concerning item no. 15 of the previous meeting minutes with respect to the stone and brick installation, Contractor has a preliminary figure to proceed with winter cover and heat and proceed with the brickwork at this time so that it does not overlap onto the stone installation which now is scheduled to start the first part of April. This needs to be discussed between Owner, Architect and Contractor.

- MAM** 16. Relative to item no. 16 of the previous meeting minutes concerning the exterior stone veneer, Dan reported that they have worked out all issues with the new stone supplier. He will be issuing a Purchase Order/Contract immediately to the new supplier. Architect asked that Dan send to undersigned a zero cost PCO outlining the pertinent information, including the new supplier, etc., so this can be officially incorporated into the Contract Documents.
- MAM** 17. Relative to item no. 17 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. With respect to item no. 18 of the previous meeting minutes, Dan requested a slight revision in the Change Order language previously discussed between MAM, John Rashid, and SJA. It is simply inserting the words “Contract Document” into the paragraph discussing the Commissioning Agent. This revision will appear in Change Order No. 5.
- SJA, Facilities Mgmt.** 19. Discussion was held concerning item no. 19 of the previous meeting minutes with respect to the Furniture package. The proposal language from the Design Team needs to clearly indicate the requirement by the quoting vendors that wall attachment fasteners will need to be provided that will **not** require additional blocking within the wall cavity since these walls are now being constructed without any blocking provided. Providing blocking now would not be practical since a) the design is not totally complete and b) whatever blocking might be anticipated at this time most likely would be in the wrong place or blocking would be missed in the proper locations since, again, the final design is not yet complete and a vendor has not been selected by the Owner since this issue is still in the Design phase. This requirement is necessary so that MAM’s framing schedule is not impacted.
- MAM** 20. Concerning item no. 20 of the previous meeting minutes with respect to the SM-4Z fusing, the Contractor is to issue a PCO direct to the Architect regarding this issue. The Contractor has been authorized to proceed with this revision assuming the credit indicated on Square D is reflected.
21. SJA forwarded to Mr. Rashid recommendations from RBJ on interior window treatment. It is assumed that this will be an Owner provided and installed item unless SJA is notified by the Owner to the contrary. This item was also sent to Greg Ewald by email on December 16, 2003.
- MAM** 22. Greg brought up a concern on partition fire taping. This was also brought up months ago by undersigned to Contractor. MAM did have conversations with their sub-contractor and they are confident that the proper taping between the corridor duct mains and the wall can be fire taped meeting the Contract Document requirements.
- MAM** 23. Greg asked the Contractor to forward a contact list, from the Contractor, in case the Owner needs to contact a MAM representative during the Holiday break.
- MAM** 24. The Owner has worked out an arrangement to provide the Contractor with water for the concrete polishing and job requirements. The Contractor is aware that the water supply will be shut off in the tunnel at the end of each work day.
- MAM** 25. The Contractor is requiring from the roofing sub-contractor complete submittal of shop drawings indicating roofing details. The shop drawings for the insulation, of course, already has been received and approved as noted by Architect.

All Contractors 26. 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 27. The next construction meeting will be held Tuesday, December 23, 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

F:\01023 UMD Science Building\Administration\Construction\12-16-03CMM.doc

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	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4
	Area A																					
Com. Roof.	Install lower roof			x																		
Jamar- Tanners	Install AHU ductwork	x	x	x	x	x			x	x	x											
Jamar-Tanners	Install louvers			x	x	x			x	x	x					x	x	x				
Jamar- Fitters	Install heat 2nd flr.	x	x	x	x	x																
Conc Restoration	Retroplate 1st level		x	x	x	x			x	x	x											
Minute-Ogle	Interior framing	x	x	x	x	x			x	x	x											
Minute-Ogle	Framing 2nd Flr	x	x	x	x	x			x	x	x											
AGO	Mains grd.flr. Corridors	x	x	x	x	x																
AGO	Branch grd.flr. Corridors								x	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				
Jamar - Fitters	Inst. Heat/cool 1st&2nd flrs.	x	x	x	x	x			x	x	x											
Jamar - Tanners	Install Louvers	x	x	x	x	x			x	x	x					x	x	x				
AGO	1st, & 2nd flr. Mains	x	x	x	x	x																
AGO	1st, & 2nd flrs. Branch								x	x	x					x	x	x				
Com Roofing	Install pent.roof to 9-line				x	x			x	x	x					x	x	x				
Com Roofing	Install lower roof																x	x				
HKL	Install windows	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	Interior framing	x	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																	
Minute-Ogle	Interior framing								x	x	x					x	x	x				
Mortenson	Roof, & window blocking	x	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				
	Area D																					
N. Erect.	Erect lintels- skyway	x	x	x	x	x			x	x	x					x	x	x				
N. Erect.	Erect stair # 4	x	x	x	x	x																
N. Erect.	Detail, & deck landings	x	x	x	x	x																
Harbor City	Block ground level walls				x	x			x	x	x					x	x	x				
Mortenson	Pour skyway landings			x	p																	
API	Electrical Gear Arrives	x	x	x	x																	
API	Generator Arrives								x	x	x											