



## 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 21, 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  
Mike Beer -M.A.Mortenson

### OBSERVATIONS AND DISCUSSIONS:

A construction meeting was held at 2:30 p.m. on Tuesday, December 21, 2004. There was a review of the previous construction meeting minutes dated December 14, 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

Larry M. Turbes, AIA  
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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. Relative to the above, Architect and MAM are planning to conduct a Pre-Substantial Completion walk through of the Teaching Wing at 8:00 am tomorrow, December 22, 2004.
3. Relative to item no. 2 of the previous meeting minutes, 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.**

4. Relative to item no. 5 of the previous meeting minutes, Architect and MAM carefully reviewed CO #16.1 and found no redundancies in items in that Change Order with respect to the vandalism reconstruction.

### **MAM**

5. Relative to item no. 6 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**

6. Relative to item no. 7 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. 8 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 119. **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.
- **Area A – De-construction.** Demolition of drywall is complete on the ground floor. Reconstructing of mechanical and electrical is substantially complete. Re-detailing of the steel studs is in progress on the ground floor. Demolition of the drywall of the first floor will be substantially complete today. Demolition on the second floor is ongoing from the 4' line down. Removal of casework on the second floor is continuing through the end of this week. Removal of sinks and hoods on the second floor is nearing substantial completion. Air testing of the in wall mechanical lines continues through the end of this week. Installation of pipe insulation on the ground floor is proceeding through the end of next week. Removal of pipe and duct insulation on the first floor will be done the end of next week. Re-insulating on the first floor is scheduled for the first week in January. Repair of conduit on the first floor will be complete this week. Pulling of conductors on the ground floor will be done this week. Pulling of conductors on the first floor will start next week through the first week of January. Demolition of Phoenix and VAV boxes on the first floor continues through the end of next week. Demolition of cold rooms is nearing substantial completion on the ground floor. Replacement of damaged steel stud framing on the first floor will start next week. Installation of drywall on the ground floor is scheduled to start the first week of January.

**MAM**

- **Area B.** Labeling of valves and pipes in all areas continues through the end of next week. Placement of ceiling tile on the second floor will be done this week. Piping of the auto claves will be done this week. Miscellaneous electrical detailing, first and second floors, will be done this week. Insulating of ducts and pipes in Penthouse 350 continues through the end of next week. Installation of display cabinets, first and second floors, will be done this week. Touch up of walls on the first and second floors will be done the end of next week. Installation of vinyl base on the second floor will start next week. Floor coating in Penthouse 300 is scheduled to start next week through the first week of January. Final cleaning of Areas B & C is scheduled to start next week and continue through the first week of January.

**MAM**

- **Area C.** Installation of fin tube heating will start 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. Installation of ceiling panels, first and second floors, will start the latter part of this week through the following week. Electrical detailing and cover plates will be done this week. Mechanical detailing will be done the end of this week. Installation of display cabinets, first and second floors, will start next week.

**Facilities  
Mgmt.**

9. Relative to item no. 10 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**

10. Relative to item no. 11 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.

RBJ will be onsite mid-January to review this issue and make recommendation. Dan indicated that final cleaning will be complete by then.

- Facilities Mgmt, Greg Ewald, MAM**
11. Relative to item no. 12 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.
- This issue will also need to be addressed in writing by the University for control and custody for the Teaching Wing when the Partial Certificate of Substantial Completion and accompanying punch list has been issued by Architects office.
- However, general continuing maintenance of the buildings mechanical and electrical systems will continue to be the responsibility of Mortenson because it is impacted by the vandalism on the Research Wing where life safety systems are interfaced and therefore are not fully operational in the Teaching Wing, of course, preventing Owner occupancy. Again, this is an Insurance issue that Dan needs to come up with as comprehensive of a list as he can as of what he foresees in the next 6-months for maintenance costs.
- MAM**
12. Relative to item no. 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**
13. 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.
14. Relative to item no. 15 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**
15. Relative to item no. 16 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 have been reviewed and approved by Facilities Management. FM is now sending it back to Johnson Controls who will then in turn send it to Jamar, and to MAM, and then back through Trane.
- SJA, John Rashid**
16. Dan is requesting by change order a time extension to the project. Most likely there will be two time extensions needed, the first one for the Teaching Wing through approximately mid-January, and the second one for the Research Wing to approximately mid-May. Architect will discuss this with Mr. Rashid.
- Also, with respect to retainage, Architect will also discuss this with Mr. Rashid.
- Greg Ewald**
17. Contractor stated that the card readers are ready for the University to install their equipment.

- All Contractors 18. 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 19. The next construction meeting will be held **Tuesday, December 28th, 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**

<b>MORTENSON<sup>®</sup></b>		Dec							Dec							Jan						
		M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
<b>Contractor Responsible</b>	<b>ACTIVITY</b>	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9
	Area A																					
	Area B																					
Jamar - Fitters	Label valves & pipes, all areas	x	x	x	x				x	x	x	x										
Flament Hampshire	Pad ceilings - 2nd floor	x	x	x																		
AGO	Pipe autoclaves	x	x	x	x																	
API	Misc. finish - 1st & 2nd floors	x	x	x	x																	
Neuman Insul.	Insulate duct & pipe Pent#350	x	x	x	x																	
Mortenson	Install display cabs 1st&2nd	x	x	x	x																	
Rainbow Inc	Touch-up walls - 1st & 2nd	x	x	x	x																	
Contract tile	Install vinyl base, 2nd floor												x	x	x	x						
Duluth Coatings	Install Floor coating-Pent #350												x	x	x	x			x	x	x	x
Evergreen Cleaners	Final clean areas B&C												x	x	x	x			x	x	x	x
	Area C																					
Jamar - Fitters	Install fintube heating												x	x	x	x						
Jamar - Tinnners	Install GRD's - 1st & 2nd flr	x	x	x	x																	
Flement Hampshire	Grid ceilings 1st floor	x	x	x																		
Flement Hampshire	Pad ceilings - 1st & 2nd floors				x								x	x	x	x						
AGO	Install misc covers& fixtures	x	x	x	x																	
API	Misc. finish - 1st & 2nd floors	x	x	x	x																	
Mortenson	Install display cabs - 1st&2nd												x	x	x	x						
	Area A Demo																					
Mortenson	Demo drywall - 1st floor	x	x																			
Mortenson	Demo drywall 2nd floor	x	x	x	x								x	x	x							
Lance Inc.	Remove casework - 2nd floor	x	x	x	x																	
AGO	Remove sinks & Fume hoods	x	x	x	x																	
AGO	Air test,& backing - all levels	x	x	x	x																	
Neuman Insul.	Installing pipe insulation-gr. Flr.	x	x	x	x								x	x	x	x						
Neuman Insul.	Remove insulation - 1st floor	x	x	x	x								x	x	x	x						
Neuman Insul.	Install insulation - 1st floor														x	x	x	x	x	x		
API	Repair conduit - 1st floor	x	x	x	x																	
API	Pull wire - ground floor	x	x	x	x																	
API	Pull wire - 1st floor												x	x	x	x			x	x		
Jamars - Tinnners	Demo Phoenix&VAV's-1st.gr.		x	x	x								x	x	x	x						
Arrowhead Refridge	Demo cold rooms		x	x	x								x	x	x	x						
Minute-Ogle	Replace stud framing - gr. Floor	x	x	x	x																	
Minute-Ogle	Replace stud framing - 1st floor												x	x	x	x						
Minute-Ogle	Install drywall - ground floors														x	x	x	x	x	x		
Otis Elevator																						