



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

OBSERVATIONS AND DISCUSSIONS:

A construction meeting was held at 1:30 p.m. on Tuesday, December 30, 2003. There was a review of the previous construction meeting minutes dated December 23, 2003.

The following items were discussed and observations made:

Stanisus Johnson Architects

www.staniusjohnson.com

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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. Due to the Holidays, the Contractors Short Term Schedule is not attached to these meeting minutes. 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 architect's review of the proposal request prior to approvals.
- MAM** Outstanding PR's are #'s 40, 46, 47, 50, 51, 53, 55, 56, 57.1, 58, 60, 61, 62, 63, 64, and 65. **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. Contractor is continuing the installation of air-handling unit ductwork . Installation of exterior louvers is proceeding through the end of the first week of January. Installation of heat lines is continuing on the second floor through the end of this week and is also proceeding on the ground floor and will continue through mid January. Steel stud interior wall framing on the first floor will continue through the end of next week. The Lab mock-up walls will be framed next week. Mechanical branch lines continues through the ground floor corridors through mid-January. Electrical is proceeding with pulling branch lines, second floor, through this week and next. Concrete floor polishing on the ground floor, north end, should be complete by the end of this week.
- MAM** ■ Area B. Installation of air handling unit fans and ductwork continues. Installation of heating lines on the ground floor is proceeding through the end of next week. Installation of exterior louvers is scheduled for mid-January. Lab waste, second floor, is proceeding this week and next. Mechanical branch lines, first and second floors, continues through mid-January. Roofing work on the penthouse 9-line is substantially complete and the Contractor has passed 9-line and is working on Area C. Electrical is pulling feeders on the first and second floors which continues through January. Installation of curtain wall on one line should be complete this week with installation of skylight curtain wall starting next week through mid-January. Louver framing at C line penthouse should be complete the end of this week. Structural steel lower lintels at C line penthouse will start and be complete the end of next week.
- MAM** ■ Area C. Mechanical mains, first floor, is proceeding this week through the end of next week. Roof blocking ahead of the membrane roofing from 9 – 14 line will be substantially complete the end of this week. Roofing work itself is proceeding behind the blockers, starting at 9-line, working to 14 and will continue through the latter part January. Installation of heating lines on the second floor will start mid-January.
- MAM** ■ Area D. Erection of steel Stair #4 to penthouse will start next week. Detailing of Stair #4 will start the middle of next week and end the first part of the week of January 12, 2004, with the placing of concrete to immediately follow. Concrete masonry unit work on the lower level walls will be substantially complete the end of this week. Exterior brick work enclosing Stair #4 is scheduled to start the first week of January. Electrical switch gear is due in this week and its installation and

set-up will continue through January.

MAM, SJA 6. Discussion was held concerning the mechanical main passing on a close parallel with the concrete block wall coming up from below. Contractor, through Architects office, will contact Scott Holm on determination for fire stopping. Architect recommends a steel stud framed mechanical shaft wall concept on each side of the pipe to encase it.

MAM 7. 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.

MAM 8. Contractor is to follow-up on Architects question on exterior insulation of the vertical air-handling unit ductwork, Area A, rigid vs. flex.

MAM 9. Architect pointed out to Contractor the requirement for interior finishing of the electrical distribution rooms. These rooms are called out for sheetrock, tape, finish, and paint.

MAM 10. There was a question on a PCO from the Contractor on a mechanical roof drain off-set that Architect inspected with Brett and asked that they follow-up on Architects request for information to the Contractor on the requirement for the off-set.

11. 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. The re-routing of the cable trays is to be indicated on the coordination drawings.

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.

- MAM**
- Regarding the wood samples for the project, the casework samples as submitted are acceptable for the mock-up only. It will again be reviewed after the mock-up is in place. The door sample is approved, as submitted (this was a specified door color). The wood panel mock-up is rejected. The supplier is to match the wood door color and resubmit his sample.

The Contractor is requesting Architects response to the submission of the door samples as well as the paneling samples, as an official return submission by the Architect to the Contractor. The intent is that the wood paneling will match the finish of the pre-finished doors. This will also be noted on a proposal request for modification to the panel thicknesses concerning not only the panel thickness revision but the finish requirement to match the doors.

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

- MAM, AEI**
- Regarding the sprinkler shop drawings, the Contractor has submitted those to the Architects office as well as to Dave Stringfield. The Architect has in turn submitted them to AEI for review and comment.

- SJA**
- Sun screens. The sample of the sun screens was delivered to Architects office today. Mr. Rashid asked the Design Team to explore pre-fabricated sun screens as an alternative to "custom" made sun screens.

12. The Owner indicated that it wouldn't be a requirement to have individual submission of the Research and Teaching Wings fume hoods. However, Greg Ewald cautioned the Contractor to be sure that he coordinate the rough-in locations so that it does not require a large off-set and any field re-work of the fume hood mechanical and electrical piping. The fume hoods do come pre-plumbed mechanical and electrical and significant field modifications could impact their rating.

- MAM**
13. Relative to item no. 9 of the previous meeting minutes, when corrective work is anticipated by MAM on Stair No. 1 stringer they are to notify MJB for their inspection of the contemplated procedure.

- MAM**
14. Relative to item no. 10 of the previous meeting minutes regarding AEI's Field Report #4, and all subsequent reports. Reports will be in accumulative format and items will only be taken off after they have been addressed by the Contractor and reinspected by the Engineer. .

- MAM, Sebesta Blomberg**
15. Relative to item no. 11 of the previous meeting minutes with respect to the Commissioning Agent, tentatively Greg is recommending the following procedure be implemented for individual systems.

- Pre-test
- Punch-list
- Commissioning
- Training.

Commissioning agent and MAM, with coordination of Greg Ewald, are to interface their schedules based on this proposed approach.

- MAM**
16. Relative to item no. 12 of the previous meeting minutes, the Contractor has been authorized to proceed with exterior brick work this winter. They are tentatively planning on starting brick work around Stair #4. Contractor needs to put forward a PCO to Architects office immediately.

- MAM** 17. Relative to item no. 13 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** 18. Relative to item no. 14 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.
- MAM** 19. Relative to item no. 19 of the previous meeting minutes, 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.
- AEI, MAM** 20. Relative to item no. 20 of the previous meeting minutes, Contractor has been authorized to proceed with the PCO for the flash tanks. Jeff, from AEI, needs to coordinate a meeting between Architects office, John Rashid, and himself regarding this issue.
- AEI** 21. Concerning item no. 21 of the previous meeting minutes with respect to PR #52 on the compressed air and nitrogen system testing requirements. Architect will contact Jeff at AEI to make sure that he is satisfied that the testing requirements outlined in the Contract Documents match the building requirements and its anticipated use. If that is the case, then Jeff is to submit a letter indicating that as well as a request form for exception to Mike Austin.
- MAM** 22. Relative to item no. 22 of the previous meeting minutes, Architect is awaiting Contractors re-submission of CIC #15 concerning the CD-7 diffusers in lieu of CD-6 diffusers.
- MAM** 23. Relative to item no. 23 of the previous meeting minutes concerning CIC #16 for the additional 6” DI water main in the RHDC tunnel. Architect is awaiting Contractors submission of credit in the reduction 6” DI water main indicated on the civil drawings which equals 165.65 lineal feet, down to 30 lineal feet.
- MAM** 24. Johnson Control has been in discussion, direct with Doug McKurcher, regarding the control system for the building. Johnson Control is recommending an update, “state of the art” technology at a “no cost” benefit to the Owner. This is a non-proposal request issue and Johnson Controls is to move through MAM with a recommendation and full product data back-up. If they have a presentation that they would like to make, John Rashid encouraged that they schedule that with the presence from AEI.
- SJA, MAM** 25. Exterior landscape design DD will be issued the month of January. Copies will be sent to Mortenson for their conceptual estimating.
- MAM** 26. The Owner questioned when Kirby Drive can be opened up to normal vehicular/pedestrian traffic. This will be taken under consideration by Mortenson. It probably will be necessary to revise the location of the construction fencing to accommodate.
- MAM** 27. Architects office request that the Contractor review the wall rating of the service corridor, Area A, above the rigid sheetrock sub-ceiling.

All Contractors 28. 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 29. The next construction meeting will be held Tuesday, January 6, 2004 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

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