

MEETING MINUTES

July 18, 2013

To: Eric Philps
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From: Rob Schnare
rfc:
cc: Nathan Burton - SERA Architects
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Project: U of O – EMU
Project #: 02.11.00679
Subject: DD Kick Off UO Review
 Comments

Mail Original

Meeting Date/Time: 07/18/13 10am – 4pm
Meeting Location: UO Capital
 Construction
 Conference Room
Next Meeting Date/Time:
Next Meeting Location:

ATTENDANCE: (persons shown in **bold** were present)) (Persons shown with * attended only part of the meeting, SERA has a detailed list for each session)

Name	Company	Phone	E-mail
Martina Oxoby	UO – CPRE	(541) 346-5880	mbill@uoregon.edu
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*Ken Straw	UO Lock Shop/Security		
*Drew Standridge	UO – ERS		des@uoregon.edu
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Garrick Mishaga	UO Campus Ops		
Jane Brubaker	UO Campus Ops		
Vince Babican	UO Campus Ops		

Name	Company	Phone	E-mail
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*Dustin Stallings	Glumac Technology	(503) 227-5280	igraham@glumac.com
*Todd Kolibaba	Glumac Plumbing	(503) 227-5280	tkolibaba@glumac.com
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David	Code Unlimited		

Item #	Action Req'd By	Due Date	Issues/Actions
GENERAL			
07.19.01			Schedule:
07.19.02			UO is anticipating the building being operational during construction. With a lot of major systems like the power distribution, fire alarm system, telecom systems being totally redone there will be a great deal of coordination and costs for this work. The design team has not addressed how the phasing for these systems will work at this time. Overall project construction phasing needs to be determined prior to defining phasing at the system level.
07.19.03	UO		UO technical staff to review revised narratives and provide comments.
07.19.04			Attached are the minutes from the previous SD phase technical meetings dated 04-05-12. Many items are still applicable to the revised approach, but were not discussed in today's meetings.
MECHANICAL (Meeting time 10-11:30) Rob Schnare			
07.19.05			Refer to Glumac meeting notes from 75% SD UO review meeting held 4/5/12 for additional information.
07.19.06			Campus Utilities <ul style="list-style-type: none"> The Southwest mechanical room will remain. Existing HVAC equipment is at end of life and will be replaced. Area usage will be optimized. The Northwest mechanical room is new. The existing floor elevation is 10ft. above the Lower Floor level.
07.19.07			UO indicated they would like to have dashboards in the building to connect building systems to students and users. The design team noted the cost of these systems are high for full design and controls integration. These systems require coordination by multiple contractors, the university, user groups, and the design team. UO explorations indicate \$5K cost for dashboard programming at user

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			interface.
07.19.08	UO/LCL		EMU is interested in opening the control specification to other manufacturers beyond Siemens (campus standard vendor). Martina indicated that this meeting should occur with LCL in the room to discuss the approach to procuring that work. Since some of this scope will occur as part of the Craft Center phase, this item is urgent.
07.19.09			Glumac to develop a TAB scope for the UO to pass along to a TAB contractor. This will allow the design team to diagnose cooling problems, ductwork and piping flow capabilities, and better understand the baseline systems. Supply air noise at Ballroom, Maple, and Oak rooms was mentioned again as one of these problems to be explored.
07.19.10			the utility tunnel was discussed. The current tunnel is in the way of the new north wing building entry on the north side. The extent of demolition for the existing tunnel will be analyzed, the tunnel may not require demo back to the main, some tunnel may be reused. SERA to study the tunnel elevation in relation to the outdoor seating/retaining wall.
07.19.11			Existing building zone control is recognized to be very limited or non-existent; to be addressed in design of new systems.
07.19.12			Relief vents or flues at craft center outdoor cover to be studied and integrated as part of CPC approval process. Dust collection will likely be located near the loading dock to accommodate removal and noise concerns. Acoustic issues between craft center and conference suite above is an important issue, consider short circuit potential caused by HVAC and other MEP penetrations.
07.19.13			Fire suppression and other issues with existing grease exhaust duct are understood. Design team does not see easy solutions to routing/access issue at mezzanine, so current scope only includes fire suppression accommodations at food service shell spaces.
PLUMBING (Meeting time 10:00 – 11:30) Todd Kolibaba			
07.19.14			Refer to Glumac meeting notes from 75% SD UO review meeting held 4/5/12 for additional information.
07.19.15			Discussion about adding a solid interceptor in the craft center; redundancy at sinks and floor locations may be necessary to capture the fines from ceramic effluent. Access for frequent cleaning may also be necessary. Need for these and other miscellaneous floor drains as well as trenching for East transformer location may drive extensive slab replacement in craft center.
07.19.16			The food services waste piping installed during the 1997 food service renovation is failing. a 40ft length of pipe above the office areas in the basement was just recently replaced due to leakage. Scoping of the existing pipe will be required in the DD phase of design.
ELECTRICAL (Meeting time 10:00-11:30) Ron Bayles			
07.19.17			Refer to Glumac meeting notes from 75% SD UO review meeting held 4/5/12 for additional information.
07.19.18	UO/Glumac		Site/Building Power <ul style="list-style-type: none"> Discussed the exterior pad-mounted transformer locations.

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			<p>Glumac to layout the three vault/pad mounted transformers (480V, 208V & 480V standby) on the south side of the craft center.</p> <ul style="list-style-type: none"> Discussed that there will be three 12.47KV feeders leaving the tunnel to go to the existing 12.47KV room in the SW corner of the ground level and then back down into the tunnel to be routed to the three pad mounted transformers. Per Del, primary 12.47KV feeders in armored cable can be routed in the tunnel within cable tray, but secondary feeder cannot nor would they fit. 12.47KV room and tunnel at the south end of the existing building was reviewed on 5/2/12. Refer to Glumac meeting minutes dated 5/4/12.
07.19.19			<p>Lighting</p> <ul style="list-style-type: none"> Lighting was not really discussed. Revised project scope and removal of ceiling needs to be evaluated to determine full lighting scope.
07.19.20			<p>Lighting Control</p> <ul style="list-style-type: none"> Lighting control was not really discussed. Revised project scope needs to be reviewed to determine what current energy codes will required in existing spaces.
07.19.21	Glumac		<p>Power Distribution</p> <ul style="list-style-type: none"> Most all of the electrical distribution will be new. Power panels serving spaces with little or no remodel work will remain if reasonably new whether in closet or recess-mounted in corridor walls. UO prefers all power panels be in rooms so metering equipment can be connect to the panels and to limit access to the panel by unauthorized staff. Discussed the option for feeding multi floors from a single room. Glumac to provide a room layout with proposed power zoning related to electric rooms. UO has approved serving multi floors and sharing telecom and electrical equipment in Telecom/Elect room. Gear selection and full outfitting of main electrical will not be possible by early craft center phase as design for the building will still be in process. Temporary solutions will be explored.
07.19.22			<p>Power Metering Requirements:</p> <ul style="list-style-type: none"> UO desires to have the following breakdown, Glumac to review what is practical and provide feedback for UO's review. <ul style="list-style-type: none"> Lighting, receptacles, mechanical equipment, Food Vendors Craft Center Retail Space UO has a new power meter standard for the SQ power meters.
07.19.23			<p>It was requested to get a 2" conduit from KWVA radio station up through the building to the roof for the antenna.</p>
<p>FIRE ALARM and FIRE PROTECTION (Meeting time 11:30-12) Ron Bayles, Todd Kolibaba</p> <p>Refer to minutes issued to SERA</p>			
<p>SECURITY and ACCESS CONTROLS (Meeting time 1-1:50) Ron Bayles, Dustin Stallings</p>			

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07.19.24			Refer to Glumac meeting notes from 75% SD UO review meeting held 4/5/12 for additional information.
07.19.25	UO		<p>Site</p> <ul style="list-style-type: none"> Discussed emergency call towers with call station and making sure rough-in supports cameras in the units. Presently there are 3 emergency call towers in the project budget per the narrative. UO to provide site location.
07.19.26	UO		<p>Interior</p> <ul style="list-style-type: none"> Discussed the need for emergency phone at building interior locations. UO to review plans and determine locations if required. UO to confirm campus standard for emergency phones.
07.19.27	UO		<p>Access Control & Door Hardware</p> <ul style="list-style-type: none"> Presently there are 20 total card reader doors (7 are exterior) in budget per the narrative. Consider using keypad hardware (Locknetics battery operated devices), or other electronic hardware at suite entrances and possibly at student offices. Not all doors will require card readers. All exterior doors will have electric locking capability for remote lock down and unlock the building during operational hours. Currently, significant staff time is expended daily on manually locking and unlocking doors. UO to review plans and provide design team with locations of card access doors, electric locks, monitored doors and proposed other security requirements. It was suggested that card readers be located on telecom rooms with security equipment located in them. A private network connection to the main AMAG panel is required to provide a means to control the system via client software. The renovation project is an ideal time for provide new keyways. The project scope should include all new cylinders at minimum, with substantial hardware upgrades required for accessibility. Rick Jermain with Ingersol Rand is to be primary hardware consultant; he is very versed in campus requirements. UO to provide current hardware standard to design team.
07.19.28	UO		<p>Video Surveillance</p> <ul style="list-style-type: none"> Presently there are 20 total cameras in budget per the narrative. There is no break down between interior and exterior locations. UO to review plans and provide design team with interior & exterior quantities, types, and locations of cameras, and their intended coverage requirements. A private network connection to the video surveillance system is required to provide a means for monitoring from campus central dispatch monitoring. Typically the campus uses film loops, no active surveillance. Client workstations are available to access surveillance tapes.

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			<ul style="list-style-type: none"> • Provide camera coverage only at public areas and transaction counters – no surveillance of program space. Sufficient to cover suite entry points. • Provide cameras at retail and point of sale locations, size of cash transactions. • Typically fixed cameras are installed – PTZ functionality requires stall to operate. Wireless cameras are not desired. • Telecom rooms with security equipment need card readers. Alternately, security panels could be located in facilities office. Consider maximum distances between security devices and panels.
07.19.29	UO		<p>Intrusion Detection</p> <ul style="list-style-type: none"> • Door contacts are required on all exterior and access controlled doors. • UO to review plans and provide design team with additional intrusion detection requirements (glass break, motion sensors, etc.)
07.19.30	UO	4/18/12	<p>Art Security</p> <ul style="list-style-type: none"> • UO to determine and provide requirements for art security to design team.
07.19.31			<p>Hours of Access</p> <ul style="list-style-type: none"> • Tie parking into hours of access diagramming. Entries that are convenient during typical hours, may not be primary after hours entries, as those shift to those closely located to readily available parking. • Providing key card at the north elevator would allow accessible after-hours access to Oregon Daily Emerald. • All (3) levels of the student wing addition require 24 hour access. • There may be 24 hour EMU staff and/or security in the future for overall safety considerations, as the EMU building hours extend beyond the current 11.30 pm closing time.
NETWORK/TELECOM SERVICES (Meeting time 1:50-2:30) Ron Bayles, Dustin Stallings			
07.19.32			Refer to Glumac meeting notes from 75% SD UO review meeting held 4/5/12 for additional information.
07.19.33	UO		<p>General</p> <ul style="list-style-type: none"> • New telecom standard are available but are not on UO website. UO (Jeff Hite) to provide new telecom sections to design team. Information has been provided 7/19/13. • Glumac to review comments made by Jeff Hite on the 75%SD set. • Presently the complete building is feed from the 1970 building telecom room. Back feeding the telecom in the 1950/1960 building will need to be reviewed given the project phasing.
07.19.34	UO		<p>Site</p> <ul style="list-style-type: none"> • New main telecom room will be located at the NW area of the building and connected to campus network infrastructure via the tunnel.

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07.19.35	UO/Glumac		Telecom Distribution <ul style="list-style-type: none"> Discussed that, in general, most all the telecom distribution that is impacted from the remodel will not be reused. Discussed the telecom room placement and the option for feeding multi floors from a single room. Glumac to provide a room layout with proposed telecom zoning related to telecom rooms. UO has approved serving multi floor and sharing telecom and electrical equipment in Telecom/Elect room. Wall outlets will be 4-port Cat5e for new and existing areas. Exceptions may include areas that have a raceway that limits the number of cables. UO to identify where digital signage locations.
07.19.36	UO		Wireless Coverage <ul style="list-style-type: none"> UO to perform software mapping and provide WAP locations to design team. UO suggested providing 4'x8' of wall space for possible future DAS (Distributed Antenna System) cellular reinforcement system in each telecom room, and a full empty relay rack in the main telecom room for future head-end equipment. Empty pathways for DAS backbone cabling will be provided for future DAS needs.
07.19.37			Special Areas <ul style="list-style-type: none"> Radio Station – Proposed adding cabling on north side of the north bar for the remote broadcasts on site.
A/V (Meeting time 2:30-3:15) Ron Bayles, Dustin Stallings			
Refer to separate meeting minutes, issued by Kristen Acoustics			
LANDSCAPE/CIVIL (Meeting time 3:15-3:45)			
Refer to separate meeting notes issued by Cameron McArthur and Balaban, Buser & Bird			

These meeting minutes reflect our understanding of the issues discussed. This will act as the project record unless the sender of these minutes is notified within 3 days of the issue date.