BUILDING COMMITTEE MEETING NOTES / NOVEMBER 17, 2010

MEETING START TIME:  2:00 p.m.
MEETING END TIME:  4:30 p.m.

PRESENT:

Russ Van Gilder  Division of State Facilities  Val Schute  River Architects
Jeff Kosloske  UW-System Admin. (teleconference)  Mike Adler  River Architects
Gail Scukanec  UW-Eau Claire  Kevin Lichtfuss  Henneman Engineering
Rick Gonzales  UW-Eau Claire  Noel Bryan  SmithGroup (teleconference)
Kate Hale  UW-Eau Claire
Duffy Duyfhuizen  UW-Eau Claire
Aram deKoven  UW-Eau Claire
Ben Ponkratz  UW-Eau Claire

NOTES:

1. The following items were distributed for the meeting:
   a. Meeting Agenda dated November 17, 2010
   b. Project Contact Directory (Draft #1) dated November 17, 2010
   c. Proposed Project Schedule (Draft #1) dated November 17, 2010
   d. SmithGroup project contacts

2. The meeting opened with introductions and Russ Van Gilder reviewing the agenda.

3. Russ reviewed how the core team will manage the project. The following items were reviewed and discussed:
   a. Division of State Facilities (DSF) is identified as the project Owner.
   b. The contract with the Architectural/Engineering team is held by DSF.
   c. The DSF Project Manager, Russ Van Gilder is responsible for managing the project budget.
   d. The project scope has been defined by UW-Eau Claire in the Program & Pre-Design Study document.
   e. The project scope and schedule are managed by the core group, including DSF, UW-Eau Claire, UW-System, and the design team.
   f. Communication and documentation are critical. The design team is responsible for accurate documentation of meeting minutes and all project related correspondence with a 3 day turn-around. Russ noted that the design team needs to capture as much unofficial correspondence as possible and share it with everyone involved.
   g. The overall project development process will include the following:
      • 10% Concept Report
      • 35% Documents, Specifications, and Design Report submittal will undergo a detailed review by DSF, UW-Eau Claire, and UW-System. Russ added that the design team will be allowed to continue work through the review process in order to maintain the project schedule.
      • 100% Documents and Specifications submittal will undergo a final review by DSF, UW-Eau Claire, and UW-System prior to bidding.
      • Bid documents will be issued to contractors.
      • Construction Documents will be submitted by design team and will include all addendum information and any other changes that occurred during bidding.
      • Russ reviewed the use of WisBuild, the online system used by DSF, UW-Eau Claire, contractors, and the design team to track information during construction.
      • Design team will conduct weekly site visits and generate field reports. Russ added that the field reports need to be done in a timely fashion in order to keep construction on schedule.
Design team collects as-built documents from all contractors and revises the construction documents in order to capture all changes made during construction. The record documents will be issued via electronic format and one hard copy.

4. Russ reviewed the use of Building Information Modeling (BIM) for the project. The design team will be using BIM for the preparation of design, bidding, and construction documents for the project. UW-Eau Claire has capability of working with BIM model. Russ noted that DSF, UW-Eau Claire, and the design team will coordinate final record document submittal type needed.

5. Russ reviewed Process Parameters for the project. The following items were noted:
   a. Executive Order 145 pertaining to reduce energy usage
   b. Building Commission policies
   c. DSF Design Guidelines and Standards
   d. DSF Sustainability Requirements
   e. Energy and Life-Cycle cost analysis
   f. Building Information Modeling
   g. UW-Eau Claire and UW-System Design Guidelines

6. Rick Gonzales asked what the current status of LEED certification is for the project. Russ noted that the project wants to be designed to a LEED Silver equivalency, but certification is currently not included in the project budget. Rick added that UW-Eau Claire is currently not committed to funding the LEED certification. Val Schute noted that sustainable design work is included in the Architectural/Engineering fee, but not certification.

7. Russ reviewed Process Phases for the project. The following items were noted:
   a. A/E fee negotiation is complete, and the contract is being prepared by DSF.
   b. Program & Pre-Design Study verification
   c. Preliminary and concept design (10% and 35%)
   d. 35% document submittal will include an evaluation of the project budget, a 3-4 week review by DSF, UW-Eau Claire, and UW-System. Review comments and responses will be posted on WisBuild, along with A/E evaluation. 35% documents should clearly define the direction the project is moving in terms of design, finishes, systems, etc.
   e. 100% document submittal will include an evaluation of the project budget, a 3-4 week review by DSF, UW-Eau Claire, and UW-System. Review comments and responses will be posted on WisBuild, along with A/E evaluation.
   f. Bid documents are submitted to DSF and distributed to contractors electronically.
   g. Bids are received and contracts are awarded to contractors.
   h. Bi-weekly progress meetings will be held during construction.
   i. Substantial Completion is when the building is ready to occupy. Contractors will still be on site finishing punchlist items that do impact the usability and safety of the building.
   j. Contractors submit operation and maintenance manuals, warranty information, etc. during the closeout process. Contractors will be required to provide on-site training for all major systems.
   k. DSF will evaluate A/E team at the end of construction.

8. Ben Ponkratz asked if there is available funding for energy enhancements? Jeff Kosloske noted that energy saving strategies need to be clearly defined by 35% or preferably sooner.

9. Russ reviewed the Project Orientation for the project. The following items were noted:
   a. UW-Eau Claire noted there are no changes in project scope/description.
   b. Plan approvals during design include City Planning Commission, City Council, and the Fire Department.
   c. DSF will conduct a peer review between 10% and 35% with the focus on the total project design, including Mechanical, Electrical, Plumbing, etc.
   d. Department of Commerce plan review process is administered by the A/E team.
   e. Environmental Impact Statement (EIS) will be conducted during the project. UW-System will send scope of work to DSF in order to request proposals from EIS consultants.
f. The final hearing for the EIS will be prior to 35%. Rick added that UW-Eau Claire will need to have parking issues resolved during this process. EIS milestones need to be included in the Project Schedule.

g. Campus Master Plan needs to be reviewed in order to identify any major influences on this project. Russ and Val agreed that they don’t see any major issues.

10. Russ reviewed the Project Budget and the following items were noted:
   a. The A/E fee is incorrect and the cost for the Programming and Pre-Design Study is included in the $44.5M total project budget.
   b. The total project budget is not to exceed $44,500,000.
   c. A 10% construction contingency is appropriate at this stage of the project. 7% will be used as the project nears construction.
   d. Percent-for-Art program is a line item based on a given percentage of construction cost. The budget for this project could mean that the art could be integrated into the building design. Direction from DSF is needed early in the design process, if the artwork is to be integrated into the building design.

11. The Project Schedule was reviewed and discussed. The following items were noted:
   b. Val Schute described the schedule as aggressive, ambitious, and achievable if we adhere to our bi-weekly meeting date schedule.
   c. Russ added that the work done in the pre-design is a great start feels that many of the design issues (adjacencies, functions, etc.) were addressed in the study.
   d. Duffy Duyphuizen asked what kinds of questions will be expected from the A/E team as the design process begins. Val noted that the design team intends to take a fresh look at the organization of the building functions and direction will be needed from UW-Eau Claire.
   e. Russ noted that the Campus School project isn’t progressing as planned and may impact the schedule of this project.
   f. Russ noted the new Governor could halt all work, but that it is unlikely that building funds would be decreased.
   g. Jeff Kosloske added that since the project is advanced enumerated, it is unlikely that the budget or schedule would change based on past experience.
   h. Rick noted that the classroom scheduling is done in advance of the semester start and will need be known as soon as a schedule of construction completion becomes available.
   i. Russ noted that a three week review period at 35% and 100% is feasible.
   j. Russ noted that DSF is not capping the A/E’s fee at 35% and would encourage the design team to continue work through the review period.
   k. Russ suggested the A/E team meet with DSF technical staff as needed prior to the 35% review. This approach gets DSF involved and provides the opportunity for endorsement of proposed systems to be used on the project. Russ also added that the campus can benefit from a face-to-face review prior to or during the 35% review.
   l. River Architects presented a Proposed Project Schedule (Draft #1) that addresses future committee meetings. The meeting dates were reviewed and adjusted up to the 10% Concept Design Report. The schedule will be updated and attached to these notes.

12. Val Schute proposed an “arm-chair” facilities tour in conjunction with the program verification review meeting. Gail Scukanec noted that building tours of recent projects are currently scheduled for November 29th (University of Minnesota Science Teaching and Student Services Center) and January 18th (Education Building at UW-Madison and Hyland Hall at UW-Whitewater), and agreed that the proposed facilities tour by the design team is also a good idea.

13. Gail asked if the project name could be changed from “Education” to “Academic” Building. DSF and UW-System to verify. Gail to review with the Chancellor.

14. Gail asked if there are any constraints on the information UW-Eau Claire posts on the internet regarding the project. DSF and UW-System didn’t see any issues.
15. Gail asked if and when a meeting will be held with the Third Ward. Rick noted that this will occur once the design is developed.

16. Due to members of the design team needing to travel to Eau Claire and the occasional hazardous travel conditions throughout the winter, if video conferencing is an option. Rick and Gail agreed that this could be arranged if adequate time was provided to schedule the appropriate room. Go To Meeting is also an option.

17. River Architects to send agenda for next meeting to Gail as soon as it becomes available.

18. Mike Adler distributed a draft of the Project Team Contact Directory which lists the key persons and contact data for reference purposes. Please review the data and forward corrections as necessary. A revised Draft #2 edition is attached to these notes.

19. Val Schute explained the team’s interview strategy and their rationale for expanding the A/E team. Val introduced the SmithGroup, their extensive higher-education portfolio, and the talented professionals who will be working on the project.

20. On behalf of the entire River Architects team, Val Schute expressed their appreciation for being selected for the project. The team is excited to start and work with the Committee to make the project a special addition to the UW-Eau Claire campus.

*Meeting Notes by: Michael J. Adler, Associate AIA*

This constitutes our understanding of the issues presented. Contact River Architects, Inc. via phone at (608) 785-2217, or e-mail m.adler@river-architects.com if there are any discrepancies.