MEETING MINUTES

Meeting Location: UW-Eau Claire

Date/Time: April 16, 2009 / 3:30 PM

Notes By: Raivo Balciunas

Project No.: 8.08

Re: UW-Eau Claire Children’s Center
DSF Project No. 08 L1J

Attendees:

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Summary of pre-proposal meeting discussion:

1. Primary project points-of-contact are Tim Luttrell for DSF, Rick Gonzales and Jodie Thesing-Ritter for UWEC, and Raivo Balciunas for A/E team.

2. Three potential sites are under consideration:
   - Roosevelt Avenue: Visitor’s Center lot and the three houses to the west.
   - Park Avenue: Vacant lot north of parking lot near Hibbard Hall.
   - HSS/Haas: Portion of parking lot between Haas Fine Arts Center and HSS Building.

3. The space tabulation information provided in the October 2008 “Request for Architectural & Engineering Design Services” document will need to be re-examined by the A/E. UWEC anticipates a larger number of users than listed in that document and the space tabulation shall revised to reflect this.

4. The building committee will be available over the summer to meet with the A/E and review space/equipment needs. Jodie will serve as the point-of-contact for the committee, and she will coordinate meeting scheduling. The committee will meet with the A/E as one group, rather than individually.

5. The budget information provided in the same document shall also be revised by the A/E to reflect the possible larger building size, as well as individual site development costs for each site. UWEC indicated some additional funding might be available for the project.
6. The A/E's initial contract shall be for pre-design services only, to define the location, scope and budget of the project. Once those items have been finalized and approved, the A/E shall submit a proposal for amending the contract to complete the balance of services (preliminary design, construction document preparation, bidding assistance, construction administration, and project closeout).

7. A/E shall also provide renderings and other presentation materials to be determined to assist with fund-raising efforts by the University. These materials are needed by late Summer 2009.

8. The pre-design report is intended for review by the Childcare Center Building Committee members and a few other key individuals. It is not intended for broad distribution, and does not need to be an exhaustive document.

9. A/E anticipates developing a proof-of-concept site plan for each of the three proposed sites, with a building footprint size based on revised space tabulations. A/E anticipates adequate site information is already available from the City of Eau Claire and UWEC. A detailed topographic and boundary survey will probably not be required until the final site selection has been made and design-work is ready to proceed.

10. Tentative project schedule:

   - Complete pre-design services and renderings by mid-August 2009.
   - Begin construction documents in January 2010.
   - Building occupancy in June 2011.

11. Other project notes:

   a) Might be able to tie into campus steam system and possibly chilled water, depending on the site location. However, it has been envisioned as a stand-alone building with respect to HVAC systems.

   b) The facility should be designed beyond minimum areas prescribed by code requirements and private childcare facilities.

   c) Facility will be used as early-learning facility. Four-year old kindergarten will be offered in AM and PM blocks.

   d) A design charrette is planned for the HSS building later this summer. Monitor charrette ideas for possible inclusion.

   e) UWEC anticipates space will be needed for between 15-20 parking stalls or drop-off spaces.

   f) Potential neighborhood group reaction possible with Roosevelt site, if houses are demolished.

   g) Project will require an environmental site assessment, as well as Eau Claire Site Plan Commission review.
C: Participants
Leah Ness
Mike Berg