

MEETING MINUTES

Meeting Location: UW-Eau Claire
Schofield Hall – Room 202

Project No.: 08-1533.00 (Ayres)
08 L1J (DSF)

Date/Time: November 12, 2009/10 AM

Re: New Children's Center

Notes By: Raivo Balciunas

UW-Eau Claire

Attendees: Division of State Facilities (DSF)
Russ Van Gilder

University of Wisconsin Systems Administration (UWSA)
Jeff Kosloske
Kate Sullivan

University of Wisconsin – Eau Claire
Sarah Classen
Lisa Coen
Rick Gonzales
Kris Rutherford
Jodi Thesing-Ritter
Becky Wurzer

Ayres Associates
Raivo Balciunas – Project Manager
Angi Goodwin – Civil Engineer
Charles Hoepner – Architect
Phil Johnson – Landscape Architect

APEX Engineering
Rick Anderson – Mechanical Engineer

1) Russ gave an update on overall project status.

Project budget of \$3.25-million has been approved by UWEC and is in process of being approved by the DSF. UW Board of Regents will vote on approving the \$3.25-million budget when reviewing the 35% design submittal.

Ayres Associates has submitted a proposal for design and construction administration, but it will need to be revised due to scope changes discussed at today's meeting.

2) Ayres shall submit a revised project schedule as soon as possible, based on the following parameters:

- a) The draft 35% design report will need to be submitted at least five weeks before the Board of Regents monthly meeting.

- b) Determine if the current 12-month proposed construction schedule can be compressed.
 - c) Ideally, the Children's Center would be substantially complete in June or July 2011. However, that date could be moved back if necessary.
- 3) The Final Program report, dated August 19, 2009, was reviewed with the following comments:
- a) Jeff Kosloske noted that the Mechanical Room, Telephone/Data Room, and Electrical Room should not be listed as assignable space. The building size and per-square-foot costs shall be revised accordingly.
 - b) The greenhouse is considered a future item, and unless more money becomes available, it will not be constructed as part of this project. However, space for it should be included during the planning process.
 - c) Costs for items to be funded from other funding sources, such as playground equipment, should be included in future cost reports. Clearly indicate source of other funds. (Kate Sullivan noted that \$35,000 was the approximate cut-off point for equipment that could be purchased directly by UWEC without the need for outside review and approval.)
 - d) The sizes for the outdoor areas should be revisited prior to start of design work.
- 4) Site issues were reviewed with the following comments:
- a) The P-Public zoning designation of the site does not list a childcare center as a permitted use. Discussion with the City of Eau Claire Planning Department will be needed to determine steps necessary to allow for this use at this location.
 - b) Ayres Associates shall include a site analysis in their scope of work and use the findings of that analysis to develop alternatives for the building location and site layout.
 - c) Ayres' scope of work shall include design of playground equipment/facilities. UWEC Children's Center staff currently envisions the playground as being geared toward education and interaction with respect to nature and sustainability. Phil noted that such types of play areas tend to use less off-the-shelf equipment, but requires more custom-design work. Further discussion with the UWEC will be necessary to determine playground features.
 - d) The Children's Center must be located in close proximity to the HHS building to take advantage of the clinical services offered there.
 - e) Project will not extend east of Second Avenue.
 - f) Russ Van Gilder expects this project will be combined with the Haas Fine Arts Parking Lot project, which may help defray some of the sitework costs for the project.

- g) Parking spaces for the HHS clinic will need to be maintained at close to their current number (53 spaces), although the layout can vary. Access to clinic parking does not necessarily have to be directly from Water Street. (Access from Second Avenue can be investigated.)
- h) UWEC's parking study indicates that there are an adequate number of off-street parking spaces available around the campus, even after construction of the new Student Center and the Children's Center. Therefore, maximizing the number of general parking spaces in the Haas lot is less critical than previously assumed.
- 5) Russ and Kate stated that making this an actual LEED-certified project should not be ruled out at this time. Raivo noted that if the project is to be LEED-certified, registering it at the start of the project helps avoid potential problems with satisfying credit requirements after-the-fact. Ayres Associates will begin developing a LEED credit checklist for review, but no decision was made regarding actual LEED certification.
- 6) Russ, Jeff, and Kate noted stated that an analysis should be conducted between using the campus steam/chilled water system and a stand-alone HVAC system, in addition to an analysis on the feasibility of a geothermal system.
- 7) Next meetings are scheduled for Thursday, December 3, in the Eagle Room of Davies Center. The first meeting is from 10 AM to 12 PM with the Committee to review the site analysis and present site layout alternatives. The second meeting is from 1 PM to 2 PM to review the Committee-selected alternatives with other project stakeholders. The presentation format will allow manipulation of site elements during discussion.
- 8) In the interim, Ayres Associates shall submit the following:
- A revised fee proposal to include changes to the scope of work noted above
 - A revised project schedule
 - A project directory
- 9) All project communications shall be routed through the following points-of-contact: Raivo Balciunas (A/E), Russ Van Gilder (DSF), and Jodi Thesing-Ritter (UWEC). Copy Jeff Kosloske, Kate Sullivan, and Rick Gonzales on all communications.

cc: Russ Van Gilder
Kate Sullivan
Jeff Kosloske
Jodi Thesing-Ritter
Rick Gonzales
Angi Goodwin
Charlie Hoepner
Phil Johnson
Rick Anderson