



Meeting Notes

Workshop #1

Meeting Date: Friday, December 7, 2007 10:00 a.m.

Regarding: **Hovlid Hall Renovation & Addition**
U.W. Stout Campus
Menomonie, Wisconsin

DSF Project Number: 07B2F
SDS Project Number: 0727

Location: U.W. Stout MSC – Red Cedar Hall Conference Room

Present: See attached sign-in sheet

1. Introductions and Procedures

- A. Introductions were made.
 - 1. George Acker will be the Campus liaison and all communications should be copied to George. If relevant information is exchanged outside of meetings, these exchanges are to be documented and forwarded to George.
 - 2. Ann Thies will be the primary Food Service contact and Jim Selz will be the secondary Food Service contact.
 - 3. Ben and Scott will be involved in all the meetings. They also intend to involve student participants.
 - 4. A committee for the project will be established by the Campus.
 - 5. Tom Hanley is the Manager of the project and should be copied on all correspondence.
 - 6. Dale Poynter will be the Project Architect.
 - 7. Art Bartels and Nicolle VanWie will be involved with programming and conceptual design of the residence life areas.
 - 8. Paul Mackesey and Sheila Palinkas will be involved in the Food Service design.
- B. Tom Hanley noted that the primary objectives for today's meeting are:
 - 1. To leave with the understanding of what the budget limits and possibilities are.
 - 2. To leave with the beginnings of some concepts that can be developed further with the budget and schedule limits as a filter.
 - 3. To collect any additional program information to ensure that all the project components are identified properly.

2. Budget

- A. Reviewed the preliminary project budget (see attached) with the following comments:
 - 1. Tom Hanley noted that the current budget is very preliminary but it does indicate that the project funds currently do not cover the work that has been identified.
 - 2. Tom asked if there is any chance of additional funds being added to the project or if we are to design to the current budget. It was noted that there is some possibility of additional funds being available, the amount of which are not known at this time.
 - 3. It was suggested that the Food Service component be the highest priority for the project and that the remodeling of Hovlid be the secondary priority.
 - 4. It was decided that a budget will be developed for the new construction and that two budgets be developed for Hovlid to separate the interior improvements and the exterior improvements.
 - 5. The Campus will be the decision maker on the availability of additional funds for the projects. Funds may be available but the Campus may not be able to afford to use them on the project.
 - 6. Discussed the impact on the loss of beds on the project budget. It was noted that additional beds mean additional revenue and that the retention of beds may have some impact on the budget decisions.

3. Sustainable Design

- A. It was agreed that the consultant team would develop a worksheet for the feasibility of individual LEED point components. The decision will be value driven, as the Campus will need to pay for any sustainable design strategies that go above what the DSF currently requires.
 - 1. It is helpful for the Campus to be able to have some sort of a worksheet response to provide to those on Campus who ask why certain sustainable strategies are not being pursued on the project.

4. Project Schedule

- A. Reviewed the project schedule with the following comments:
1. The design report meeting in May 2008 will likely not occur in that April is a possibility, as well as June.
 2. After some discussion about the construction schedule, it was agreed that conducting the remodeling over a six to seven month period starting in January 2010 and completing in August 2010 is preferred.
 3. Also decided that it may be beneficial to have a later start on the new construction, such as summer of 2009 and completion in summer of 2010 so that it coincides with the remodeling.
 4. Scott Griesbach noted that there is very little benefit for the Campus to have the remodeling project begin in May of 2009 and occupy in January of 2010. It is more beneficial for the Campus to be able to occupy in the fall and loose the availability during the January through May period.
 5. Scott Griesbach expressed concern about last minute changes being required by governing authorities and used the example of the toilet rooms on the Red Cedar Hall project needing to be changed at the last minute. He asked if anything can be done to prevent these types of issues on this project. Preliminary reviews will be done with code officials early in the design process and additional attention will be paid to making sure that whoever is reviewing during the preliminary will be the same reviewer during the final review.

5. Preliminary Site and Building Analysis

- A. Art and Nicolle reviewed preliminary site and building analysis diagrams with the following comments:
1. It was noted that the JTC demolition is currently considered for the fall of 2010.
 2. Discussed access/truck loading. There will be semi delivery on a regular basis, most likely daily. Campus trucks more often, several times a day. Convenience store suppliers and trash pickup are also regularly using the loading dock area.
 3. Students bring their own trash out to the loading dock dumpster.
 4. There is a concern about students sharing the dock space with Food Service. There may need to be two separate areas for students and Food Service.
 5. Consideration has to be made for move in and move out space, staging, parking, etc.
 6. Reviewed Option A, which is the concept that has the Food Service building pulled up tight against Hovlid and Fleming.
 - a) There is concern about lack of a direct pathway for the Red Cedar residents to cross and gain access to the Food Service facility.
 - b) This concept also brings the noise of deliveries from trucks adjacent to all of the residence halls due to the route of the access drive.
 - c) There is concern about the lower floor student rooms in Hovlid and Fleming looking out onto the wall of the new Food Service addition.
 7. Reviewed Option B, which is the concept with the Food Service area pushed away from Fleming and Hovlid.
 - a) Noted that this concept requires backing in for deliveries from Second Street.
 - b) It is noted that the pedestrian circulation on this concept is better than Option A.
 - c) Concept centralizes the Food Service facility between all of the residence halls.
 - d) Discussed the possibility of a drivable court for move in and move out.
 - e) Discussed the possibility of mail drop off/UPS drop off, either by adding extra space at the dock area or by providing a drop off point at the southeast end of Fleming.
 - f) In either plan, a shared front desk will allow the existing lounge space at Fleming to be picked up as extra resident rooms or the hall director's suite.
 - g) Question was raised if the Food Service intends to change its function when moving from JTC to the new building. Ann Thies noted that they need equivalent service choices as the south campus. Noted that the delivery will be much the same as it is now except possibly more production on the south campus.
 - h) Discussed the possibility of having a lounge space on the north end of Hovlid.
 - i) Noted the benefits in the way of gateway opportunities.
 - j) Noted drawbacks in the elevator location and the travel distance to the elevator from the center area of Fleming and Hovlid.
 - k) Discussed the unisex toilets. Decided that one per floor should be pursued. The design should be set up for mixed sexes on each floor.
 - l) The existing director's apartment is not to be kept intact. It is assumed that the plan will completely demolish this and rebuild it and likely relocate it.
 - m) Some investigation should be done on requirements for sprinkler and elevator on the Hovlid portion of the project.
 - n) Scott noted that there are some benefits in having the hall director's apartment in one building and the office in the other, just to give the hall director more visibility in both buildings.
 8. Reviewed Option C, which is very similar to Option B except that deliveries are made at the south corner of the new construction rather than the north.

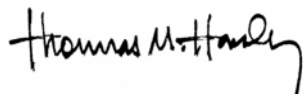
- a) This option would be better if the truck access to the loading area was along the south side of Fleming where there are no windows.
 - b) Discussed difficulties with this layout and that the loading dock would be located at the southwest corner of the building and access from there to the kitchen components may be problematic.
- B. After discussing all of these options, Option A was eliminated. Direction was given to continue investigating Options B and C.
1. There will need to be some coordination of the various components within. A budget will be developed for each of these, as well, for comparison.
 2. It was noted that the dining and food service components are not to be separated.
 3. The lounge space needs to be separated from the dining/seating.
 4. Need the ability to block off serving area to make one large seating area for other functions.
 5. Need to make it easy to grab coffee and a scone while passing through the area, similar to the current convenience of the Pawn at the Student Center.
 6. Question was raised if some of the functions can be split by the circulation down the middle as seen in Option B and Option C. This will need to be investigated further.
 7. Separation of Ala carte and All You Can Eat may be accomplished by glass or half walls to avoid having to completely wall off these areas.
 8. Minimize/avoid stairs on the outside of the building.
 9. Seeing and being seen by the students is important.
 10. Need to have sensitivity to the student rooms in Hovlid and Fleming and the views and noises outside of the rooms. Discussed the possibility of green screen walls where blank walls might be located.
 11. Reviewed a number of bathroom options for the remodeled areas. Consideration may be given to including no urinals in the toilet rooms to allow flexibility from year to year.
 12. It was requested that Scott provide a cost per bed so an evaluation can be made on the benefit of losing or gaining beds. Scott noted that \$3000 per year per bed can be used as a starting point. Scott noted that \$3000 per bed revenue per year can be used as a starting point for Residence Life and that \$1300 per bed per year can be used as a starting point for Food Service. This should be increased by 4% each year for inflation.
 13. R.A.'s will be located on each floor at Hovlid. The rooms do not need to be designed different from the other rooms.
 14. Discussed the possibility of hotel type card access rather than hard wired card access. The Campus will look into this.
 15. Lounges at Hovlid should include full stove, sink, microwave similar to the lounges designed in the Red Cedar.
 16. Reviewed the questions submitted by Paul and Sheila prior to the meeting. Ann provided handout with responses and reviewed each response.
 17. A Performa for Food Service is to be forwarded by Ann.
 18. A staging area should be added at the dock area. This will be used for such things as a holding pen for carts and other stage materials.
 19. May need additional space for grease disposal. This will need to be discussed further as to the equipment that might be necessary.
 20. Discussed the extent of vender equipment.
 21. All ala carte will be using disposable dishes. Food Service does have food delivery after hours to the resident rooms. These are delivered to the front desk for pick up by the residents.
 22. Food Service will provide an inventory list of equipment for use by the designers. It was noted that the inventory notes which items have the potential of being re-used but does not necessarily represent that these items will be re-used. Additional information requested by Sheila will be e-mailed by Ann.
 23. Reviewed the question submitted by Art and Nicolle prior to the meeting. Scott provided handout with responses.
 24. Discussed the heating for the residence rooms in the remodeled areas. Consideration will be given to wall fin heat with thermostat control for each room. It was suggested that the cost for this be investigated and have KJWW talk with DSF about this early in the design process.
 25. KJWW is to look at what Tom Irwin recommends for phone lines and data in the remodeled areas. Can the existing be re-used? It was noted that we may not want to in order to eliminate haphazard installations.
- 6. Project Directory**
- A. A draft of the project directory was distributed. It was requested that everyone review the information and to forward any changes or corrections to Tom Hanley so they can be incorporated into the final draft.

END OF NOTES

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This confirms and records our interpretation of the discussion that occurred and decisions reached during this meeting.
Unless notified, we will assume that the notes are complete and accurate.

Respectfully Submitted,
SDS ARCHITECTS, INC.

A handwritten signature in black ink that reads "Thomas M. Hanley". The signature is written in a cursive, slightly slanted style.

Thomas M Hanley
Vice President/Architect

TMH/cmj

Attachments

C: All Participants
SDS File 0727.12.20



SDS Architects, Inc. • 205 N. Dewey Street • Eau Claire, Wisconsin 54703-3537

Meeting Sign-In

Workshop #1

Meeting Date: **December 7, 2007**

Regarding: **Hovlid Hall Renovation & Addition**
 University of Wisconsin - Stout
DSF Project #: 07B2F
 SDS Project #: 0727

Location: Red Cedar Hall

Attendees:	Name	Representing
	<u>Ben Markl</u>	<u>University Housing</u> Hall Director
	<u>Jim Selz</u>	<u>University Dining</u>
	<u>GEORGE ACKER</u>	<u>UW-STOUT</u>
	<u>ART BATES</u>	<u>ESG Architects</u>
	<u>Dave Mackesy</u>	<u>Mackesy Assoc.</u>
	<u>Sheila Palukas</u>	<u>Mackesy Assoc.</u>
	<u>SCOTT GRIESBAH</u>	<u>UNIVERSITY HOUSING</u>
	<u>Shirley Heberade</u>	<u>UW-STOUT</u>
	<u>Ann Thies</u>	<u>UW-Stout</u> Assoc
	<u>Nicole VanWick</u>	<u>ESG ARCHITECTS</u>
	<u>PHIL LYONS</u>	<u>UW-STOUT</u> Vice Chancellor Assoc
	<u>Tom Hanley</u>	<u>SDS</u>
	<u>JEFF KOSLOSKE</u>	<u>UW SYSTEMS</u>
	<u>Dale Poynter</u>	<u>SDS</u>



Preliminary Project Budget

Hovlid Hall Renovation & Addition
 University of Wisconsin - Stout
 Menomonie, Wisconsin
 DATE: 12/7/07

	New Const.	Remodel	Comments
Estimates Using SF Costs			
General/Foodservice	\$1,668,000	\$1,576,000	
Plumbing	\$139,000	\$197,000	
Fire Protection	\$41,700	\$118,200	
HVAC with AC	\$278,000	\$135,930	
HVAC no AC		\$378,240	
Electrical	\$166,800	\$374,300	
Technology	\$27,800	\$118,200	
Fire Alarm	\$20,850	\$59,100	
Security	\$13,900	\$39,400	
Subtotal	\$2,356,050	\$2,996,370	
Additional Line Items			
Demolition		\$180,000	
Hazardous Materials Removal		\$175,000	
Special Foundations	\$90,000		
Sitework	\$425,000		Retaining walls included
Utilities	\$80,000		
Emergency Generator	\$150,000		
Window Replacement		\$210,000	
Roof Replacement			verify if this is to be included
Tie-In at Fleming		\$200,000	
Elevator	\$230,000		
Freight Elevator	\$230,000		Assumed to be necessary at this point
Foodservice Equipment	\$450,000		
Exterior Tuckpointing and Repairs		\$150,000	
Subtotal	\$1,655,000	\$915,000	
Construction Cost Subtotal		\$4,011,050	Combined New and Remodel
Escalation Factor		\$237,673	
Total Construction Cost		\$8,160,093	
Other Costs			
Contingency		\$573,000	
Architectural/Engineering Fees		\$652,900	
DSF Fees		\$349,400	
Percent for the Arts		\$21,000	
Other Fees		\$55,000	
Special Equipment		\$228,000	
Subtotal		\$1,879,300	
ESTIMATED PROJECT TOTAL		\$10,039,393	
Program Statement Estimated Total		\$8,570,000	
Difference		(\$1,470,000)	



SDS Architects, Inc. • 205 N. Dewey Street • Eau Claire, Wisconsin 54703-3537

PROJECT DIRECTORY

HOVLID HALL RENOVATION AND ADDITION

University of Wisconsin – Stout Campus

Menomonie, Wisconsin

DSF Project No. 07B2F

SDS Project No. 0727

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* * * * *

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Structural, Technology

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* * * * *

Food Service System

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* * * * *

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* * * * *

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