



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

Meeting Notes

Workshop #7

Meeting Date: Wednesday, May 28, 2008 9:00 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, Red Cedar Hall – Room 140

Present:	Tim Luttrell	DSF
	George Acker	U.W. Stout
	Scott Griesbach	U.W. Stout Housing
	Ann Thies	U.W. Stout Food Service
	Ben Markl	U.W. Stout Housing
	Jim Selz	U.W. Stout Dining Service
	Steph Mortensen	U.W. Stout - Student
	Phil Lyons	U.W. Stout Student Life Services
	Dale Poynter	SDS
	Tom Hanley	SDS

The following matters were discussed:

- Schedule.
 - Tim is to verify if the review meeting in Madison on June 18 will be conducted.
 - The previously scheduled June 25 meeting has been removed from the schedule.
 - Review dates on Campus have been scheduled at the end of the 35% review and at the end of the Final review.
 - New lines have been added in the schedule for preparing the documents for printing, documents sent to the DSF for printing, and the printing and distribution. With the addition of these dates the bid date has been moved to February 6, 2009.
 - The schedule currently reflects remodeling starting January 2010.
 - Upcoming meetings are scheduled for June 11 and possibly June 18 in Madison.
 - Tentative agenda items for the June 11 meeting are exterior finishes, interior finishes, fencing and phasing layout, Fleming work at the Lobby and Fleming work at the northwest corner addition of windows section study through this area.
 - It is anticipated that Scott, Ann, George, Shirley and the consultants will be needed for the June 18 meeting in Madison.
 - Discussed the work on Second Street. It was decided that authorization should be given to Cedar Corporation to begin this design. This includes the replacement of the roadway necessary for extension of the water main and the addition of the hydrants.
 - A phasing plan should be developed for exiting from Fleming/Hovlid during construction.
 - The new construction completion date should be moved to June rather than August and the remodeling completion dates should be moved to July rather than August. Occupancy should be indicated as August 1 for the remodeling.
- Fire Department meeting. Tom Hanley gave a brief update.
 - The Fire Department will require temporary access lanes on the north and south side of the addition from the period between August 2009 to December 2009 (while Hovlid is occupied during construction).
 - Will also require that the two fire hydrants along Second Street be installed prior to August 2009.
- Daylighting.
 - Dale Poynter noted that the current design is over the allowable DSF glazing and adjustments will probably need to be made. Check on averaging this, calculations should be sent to Tim.
- Air conditioning for the new Foodservice area.
 - Discussed whether or not this Foodservice facility will be needed during the summer.

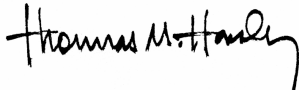
- Campus is to provide a statement regarding the steam and cooling needs for the summer.
 - SDS is to forward KJWW's email regarding the air conditioning options.
 - Check on cooling implication for Hovlid spaces relative to the options sent by KJWW.
5. Discussed the possibility of operable windows. It was decided that this should not be pursued for security and maintenance reasons.
6. Tom Hanley asked if a single prime contract could be used on this project. Tim requested that an email asking this question be sent to him and Jeff Kosloske.
7. Asbestos abatement
- This will be a negotiated contract.
 - A drawing should be sent to Tim Stratton at 35%.
 - The State will remove the asbestos under a separate contract.
8. Site and Concept Updates
- Reviewed the loading/receiving area and discussed the grade change. Noted that the slope is slightly greater than what would be recommended. SDS is to provide comparative sections through what the Campus has at Price Commons, the Student Center and the current design so that they have a sense for how this design compares to the other two locations.
 - Noted that some/most of the trucks accessing the dock will be smaller in length than a full size semi. Campus will provide trailer size information.
 - The limit of the drop in floor elevation (from previous design) at the foodservice addition will be 8". The kitchen ramp is now out of the design due to the lowering of the floor elevation.
 - Discussed the possibility of a dock leveler and decided that this would not be needed but conduit for a future dock leveler should be included. No knock out is to be provided at this time.
9. Reviewed building sections for the Lobby and Foodservice area.
- Discussed ceilings in these areas and noted that for the Foodservice area, clouds/open grid combination is a possibility.
 - Should be sensitive to shelf "problems" and duct cleaning needs.
 - Fixture cuts for the proposed lighting for the Foodservice area should be provided at the next meeting. Campus would prefer non-dust collecting fixtures.
 - Discussed the possibility of wood deck and structure. This would likely minimize the clutter.
 - Decided that perimeter duct may be considered with an open area in the center. This will be studied and presented at the next meeting.
 - The ramp going from the Foodservice to Hovlid is currently drawn at 1 in 12. Will try for 1 in 16 or 1 in 20 to eliminate the need for hand rails. This may be done with ramp segments.
10. Hovlid basement.
- Changes requested by Scott after the last meeting have yet to be incorporated.
 - Noted the swap of the TV and Telecom room and larger TV room.
 - Scott feels that the Study room currently indicated is too big; one bay size is ok.
 - Scott doesn't like the current Laundry room entrance; try angled door. May provide glazing between Laundry room and adjacent space.
 - Dale noted that the Mechanical room may need to be slightly larger in the lower level.
 - More clearance will be needed around pool table. The existing pool table overall dimension is just under 5' x 9'.
11. Toilet rooms in Hovlid.
- Would like to add another urinal to the Men's room.
 - There is no shelf needed in the Men's room.
 - May move door to Men's room so that sight line issues and space issues can be better resolved.
 - Discussed options for floor sloping needed in the shower area. Decided that floor sloping should be isolated to the shower/restroom area rather than sloping from out in the corridor.
 - The piping that will extend through the floor for the floor drains will be exposed on the lower level.
 - Scott Griesbach asked that a different sink be provided in the gender neutral Toilet room to allow washing of garments. Scott will forward more information on this. Check on ADA requirements or the possibility of having two sinks in this area.
 - The latch on the door for the Toilet room should have an "In Use" or "Occupied" sign on the latch.
12. Discussed the new steam line route for Fleming/Foodservice. The tie in for this work should be done in May 2009 during the scheduled steam outage. KJWW is to note this on their phasing plan.
13. Foodservice update and discussion.
- Discussed some modifications in the Presentation area to allow better flow and less tightness.
 - All the gates should be electrically operated.
 - Still need back entrance to C store.
 - Additional feedback from Ann will be sent.

- Columns where needed and problematic should be located on the server side of the counter where possible.
 - Column adjustments (variance from uniform grid) may be made to avoid conflicts.
14. Chase locations.
 - The west chase may change; the east chase works well.
 - Check on Mechanical room stair and the need for this stair.
 - Avoid loosing space at seating area with stairwell/chase location modifications.
 - Basement should show all dashed except for Mechanical and Electrical lobby. This should all be indicated as future work.
 15. Discussed the work being conducted in Fleming and the possibility of some of this work being Alternate. Most of the work discussed will be necessary for the project to be successful and therefore should be included as Base Bid rather than Alternate.
 16. Discussed the possibility of opening up the stairwell on the first floor, northeast corner of Fleming for an expanded rated shaftway. Code implications on this are to be checked.
 17. Lower level Fleming drawings will be needed at the next meeting to indicate where the steam entrance will be located.
 18. A trash enclosure area south of Fleming needs to be indicated on the site plan.
 19. Discussed the site pavement. Patterns and materials are to be decided by Campus with input from Ken Saiki Design and SDS. George Acker may arrange a meeting with Tom Hanley and a conference call with Ken Saiki Design to discuss options and to make decisions on pavement types.
 20. Investigate northwest corner of Fleming for future addition of windows into this area.

END OF NOTES

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.



Thomas M Hanley
Principal/Architect

TMH/cmj

Attachments

C: All Participants
SDS File 0727.12.20