

TENTATIVE AGENDA

Education Building Meeting

August 26, 2005

8:30 – 10:00 a.m.

Warriner Hall 312 Conference Room

Education Building Project Committee:

Ray Christie (chair), Karen Adams, Dianne Mark, EHS Project Assistant, Steve Lawrence, Linda Slater, Project Manager, Tom Trionfi

1. A&E Selection Criteria and Weights (Slater and Trionfi) – 20 minutes
2. LEED Discussion (Slater) – 10 minutes
3. Relocation Discussion (Christie and Mark) – 15 minutes
4. EHS Project Assistant Job Description (Christie and Mark) – 15 minutes
5. Program Statement Modifications - (Christie) – 15 minutes
6. Other – 15 minutes

Education Building Project Meeting Notes
August 26, 2005

Members Present: *Adams, Christie, Lawrence, Mark, Ringquist, Slater, Trionfi*

1. A&E Selection Criteria and Weights

◆ The committee reviewed selection criteria as it pertains to the selection of an A&E firm. The following components were considered as essential areas that firms should have experience in:

- ◆ Education Building experience
- ◆ Addition and renovation experience
- ◆ Experience in running a LEED project
- ◆ Experience in designing specialized spaces (i.e. Child Development Lab, Instructional Materials Center)
- ◆ Experience working with projects that must meet state and federal guidelines
- ◆ Firm must be savvy in dealing with instruction-based technology
- ◆ Successful experience with running an accelerated schedule project

◆ Slater will draft a summary of selection criteria. Lawrence and Slater will draft the RFP. Both documents will be sent to the committee by September 6, 2005. Committee members will review/revise the drafts and develop interview questions.

2. LEED Discussion

◆ Slater asked the committee to view a LEED training videos online. The video can be found at: <http://www.gggc.state.pa.us/gggc/cwp/view.asp?a=3&q=151994> The Committee agreed to watch the video titled “Lessons Learned the First Year.”

◆ Slater highlighted the importance of the project checklist and the need to score at least 26 LEED points due to requirements. The Education Building will be the first CMU building to adhere to LEED standards.

3. Relocation Discussion (Postponed until next meeting)

4. EHS Project Assistant Job Description

◆ Committee is charged with editing document and submitting changes to Christie by Wednesday, August 31, 2005.

◆ Christie to compile changes and send final document to committee members by Friday, September 2, 2005.

◆ Christie and Adams to meet with possible candidate for this position during the week of August 29, 2005.

5. Program Statement Modifications

◆ Ringquist and Lawrence to meet on August 29, 2005 to discuss possible changes. Other committee members have previously submitted changes.

◆ Christie to compile changes and send final draft to committee.

6. Next Meeting

◆ September 23, 2005, 11:00 a.m. – 12:30 p.m., Warriner Hall 312 Conference Room