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## Meeting Agenda

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**Project:** Central Michigan University  
Education Building

**Date:** January 12, 2005

**Subject:** Project Kick-Off Meeting

**DSA Proj. #:** 7105.037.00

1. Introductions
    - Introductions of Attendees
    - Project Overview Statement by CMU
  2. Project Control Process
    - Roles and Responsibilities
    - Communications Plan
    - Meeting Minutes
    - Quality Control / Review Process
  3. Design Process
    - Meeting Attendees / Groups / Levels of Involvement
    - Visioning
    - Board Review Process
  4. Project Schedule
    - Overall Schedule Options
    - DMB Process
    - Agenda Schedule
    - Next Meeting
  5. Project Budget
    - Budget Confirmation
    - Define "Owner" Costs
  6. Program Status
    - Verification Process
    - Review Interview Material
  7. Project Goals
    - Identify Project Goals and Priorities
    - Identify Project Challenges
  8. Site Selection
    - Confirmation of Site
  9. Construction Delivery Method
  10. Documents Needed
    - Electronic Site Plans
    - Survey Availability?
    - Soil Boring Availability?
    - Master Plan
- Existing Building Drawings  
Campus Standards

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| <b>Topic:</b>   | Project Kick-Off Meeting – <i>Revised Minutes January 27, 2005</i> |                                   |
| <b>Present:</b> | Karen Adams  | Central Michigan University (CMU) |
|                 | Ray Christie   | CMU                               |
|                 | Steve Lawrence   | CMU                               |
|                 | Dianne Mark  | CMU                               |
|                 | Linda Slater   | CMU                               |
|                 | Tom Trionfi  | CMU                               |
|                 | Sheri Wolford  | CMU                               |
|                 | Tony Duce  | DSA Architects (DSA)              |
|                 | Dave Rose  | DSA                               |
|                 | Janice Suchan  | DSA                               |

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1. **Project Overview.** CMU gave an overview of the project, and distributed a marketing campaign brochure for the new Education Building. In addition to the information described in the brochure, the following issues were discussed:
  - a. CMU is eager to receive design visuals to support the fundraising campaign.
  - b. The Education Building has a very high utilization rate, extending into evening hours *and weekends*.
  - c. There are many external and community contacts with the Education Building.
  - d. The faculty is looking to utilize current technologies and design solutions that are innovative while allowing flexibility to grow.
  - e. The College of Education has a “Coordinator of Technology and Systems”, and he will be involved in the planning of this project.
  - f. The Auditorium will be used by all of the departments of the College.
  - g. Flexibility of instructional space is critical.
  - h. Technology must be seamless – current methods are frustrating.
  - i. The Charter Schools program utilizes technology heavily, and is currently initiating an on-line masters program.
  - j. There are many CMU College of Education *and Human Services* alumni (*approximately 80% of the total represents those from the teacher Education program*).
  
2. **Project Control Process.**
  - a. Each attendee explained their project role and responsibility:
    - Tony Duce: DSA Principal-In-Charge, providing expertise and oversight.



- Janice Suchan: DSA Project Manager, managing the design team, budget and schedule.
  - Dave Rose: DSA Lead Project Designer, leading the programming and design efforts.
  - Steve Lawrence: Interested in materials and systems, ease of maintenance, and long-term durability.
  - Linda Slater: Interim CMU Project Manager. Will represent *facilities management stakeholders, including engineering, energy & utilities, grounds, custodial and maintenance.*
  - Ray Christie: *Chairman* of the Education Building Committee, liaison with the State DMB and represents the provost.
  - Sheri Wolford: Involved with interior design, move management, finishes and furniture selections.
  - Tom Trionfi: Represents Purchasing, with specific involvement in contracts, relocation efforts, furniture procurement, and building storage.
  - Karen Adams: College of Education Dean, representing the College.
  - Dianne Mark: Ensures that voices are heard from faculty, staff and students, and will assist in managing relocation efforts.
- b. CMU stakeholder involvement is critical. They need to be informed, and given appropriate review periods.
- c. CMU has Project Design Standards in draft form. They are to be used as design guidelines, however CMU is open to receiving feedback from the design team.
- d. The design team should only reply to the Student Newspaper via e-mail, and should have their replies approved by Linda Slater beforehand.
- e. Project correspondence between CMU and the design team will be directed through Linda Slater at CMU, and Janice Suchan at DSA. If this procedure is altered, the communicating parties will document the communicated information and send it to Linda and Janice.
- f. Meeting minutes will be prepared by DSA, and e-mailed to Linda Slater at CMU for distribution.
- g. DSA will set up an FTP site for the location of drawings to be accessed, reviewed and used by CMU.
- h. CMU has a Quality Control process that must be adhered to. Supervisors, architectural, mechanical, electrical, security and IT will be reviewing the documents throughout the project.

### 3. Design Process.

- a. The CMU Board has a “facility sub set” that meets five times per year, and they will be reviewing the project design progress at each of these meetings. Before construction commences, the Board will need to officially approve the project design.
- b. Before the program confirmation and schematic design process begins, DSA will host several “Visioning” workshops, including architectural, technology, MEP and LEED visioning. The purpose of these workshops is to set the vision, goals and priorities for the project, and to not only meet today’s needs but also strategically plan for the future. These four workshops will take place over two days during the month of February.

### 4. Schedule.

- a. DSA presented schedule options ‘A’ and ‘B’ that were presented in their marketing proposal. The group is currently leaning towards option ‘B’, which relocates the College of Education to another place on campus, allowing the renovation and new construction work to occur simultaneously.
- b. Temporary relocation options are currently being studied by CMU.
- c. The registrar schedules classes 1½ years in advance, so class locations need to be decided well in advance.
- d. DSA will prepare an “Agenda Schedule”, which proposes the number of meetings required and dates during the next five months to complete the Visioning, Programming and Schematic Design phases.
- e. Friday meetings typically work best for CMU faculty, and Thursday’s typically work best for the Education Building Committee.
- f. CMU believes that the State DMB manager for this project is Irene Henry. DSA will call to verify.
- g. CMU expects DSA to adhere to schedule option ‘B’, and will need to know immediately if we are not on schedule. DSA will report the schedule status at each design meeting.

### 5. Budget.

- a. CMU confirmed that the project budget information as listed in the Request for Proposal has not changed.
- b. DSA will prepare a project budget cost model to begin the process of budgeting construction cost and “owner” costs (FFE, technology, etc.).

### 6. Program Status.

- a. The existing CMU developed Program Statement is a strong, 1-2 year old document. DSA will host a series of program confirmation meetings with the departments to ensure that the appropriate level of detail is understood before the design begins. CMU will contact the Programming Committee to verify that the information is current.

**7. Site Selection.**

- a. CMU confirmed that the "Ronan site" is still the location for the new building.
- b. The State has approved this project as a new addition and renovation (to Ronan) project.
- c. DSA will proceed with a building assessment of Ronan to determine the feasibility of renovating the existing building, and compare the cost model to that of a 100% new construction project.

**8. Construction Delivery Method.**

- a. CMU confirmed that this will be a "general contractor bid" project, and that a "construction manager" approach will not be utilized.

**9. Project Goals.** These will be developed more thoroughly during the "visioning" workshops, however, the following are current goals stated by the Education Building Committee:

- a. Define a "home" for the College of Education, connecting all programs and providing a sense of ownership and community.
- b. Maintain unity of the College, and provide a marriage with new programs.
- c. See "guiding principles", page five of the marketing campaign brochure.
- d. Set the precedent of efficiency for CMU academic buildings.
- e. Flexibility.
- f. Smooth, effective and timely communication between CMU and the design team.
- g. Smooth transition from project beginning to end, including move management.
- h. Provide bridge (perhaps a physical one), to the programs located across the street.
- i. Every office with a window!
- j. Blend in with the community and be accessible.
- k. BE the model for energy efficiency and consider long-term costs. MEP needs to be designed as strongly as the architecture.
- l. The building needs to fit within the campus context, yet possess a unique identity. The continuity of the existing outdoor mall is critical.
- m. *Warriner* Hall must not be "over-shadowed".
- n. There is a desire for a grand, identifiable entrance from the street and from the mall.
- o. The building should be zoned appropriately and efficiently, as there are many different uses and times of use.

10. **Project Challenges.** These will be developed more thoroughly during the “visioning” workshops, however, the following are current challenges stated by the Education Building Committee:

- a. The project site is confined, and heavily used by students.
- b. Balancing project cost with building flexibility and adaptability.
- c. The Education Building Committee is new to the CMU building process.
- d. Keeping communication channels clear and flowing.
- e. CMU has a “lessons learned” booklet from a previous project that they will share with DSA to improve the project process.

11. **Documents Needed.** The following are documents to be provided to DSA by CMU:

- a. Existing Ronan drawings – paper and/or electronic.
- b. Existing site drawings (topos, surveys, etc) – paper or electronic.
- c. Soil boring information from this or adjacent sites.
- d. Campus master plan.
- e. Campus standards document.
- f. Ronan facility assessment information.
- g. Ronan abatement information.

12. **Next Meeting.** The next series of meetings will be the visioning workshops in approximately two to three weeks. DSA will propose dates for CMU’s consideration.

The above represents the items discussed and conclusions reached. If there are any required clarifications please contact the undersigned.

Janice Suchan, AIA

Distribution: Linda Slater, CMU  
John Cook, Sextant Group  
Cole Roberts, Arup  
Lou Trama, DSD  
DSA project team  
DSA project file