

## **AGENDA**

***Ronan Hall Kick-Off Meeting  
August 2, 2005  
8:00 – 9:30 a.m.  
Warriner Hall 312 Conference Room***

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### **Education Building Project Committee:**

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

1. Review of Program Statement (Christie)
  - a. Design and Construction Schedule, page 12
  - b. Other changes
  - c. Process to finalize
2. Initial Steps for A&E Selection (Slater)
3. Membership
  - a. Project Manager
  - b. EHS Project Assistant

**Education Building Project Meeting Notes**  
**August 2, 2005**

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Members Present: *Christie, Mark, Slater, Trionfi, Hales (attending in place of Adams)*  
Members Absent: *Adams, Lawrence*

**1. Review of Program Statement**

- ♦ The committee reviewed the current draft program statement, provided some revisions and agreed to forward any final suggested changes by August 12, 2005, to Christie. Changes will be shared with the committee as they come forward.
- ♦ The committee discussed relocating offices and classrooms versus working around existing operations by completing the expansion, moving offices and individuals and then renovating the existing structure. The committee prefers the relocation approach and anticipates the A&E firm will concur.
- ♦ Mark agreed to gather and share information on the number of employees and offices that would need to be relocated, and agreed to work with Trionfi and Christie to determine if other campus space exists to temporarily accommodate employees and courses.
- ♦ Trionfi suggested buying furniture early to use in temporary housing areas, yet to fund furniture via the project budget. The committee liked the idea and needs to determine how this would work relative to CMU's match and the state's response.

**2. A&E Selection**

- ♦ Slater walked the group through initial A&E selection steps. PEP maintains a list of A&E and construction vendors who have expressed interest in the project and all committee members agreed to forward A&E and construction vendor inquiries to Crissy Trevino in PEP. Other vendor inquiries (i.e. furniture) should be directed to Patty Jaksa in Purchasing Services.
- ♦ The next step in A&E selection is for the committee to establish 3 – 5 selection criteria and to establish corresponding weights, which the committee agreed to do at a meeting in August.
- ♦ After the establishment of criteria and weights, Slater and Trionfi will draft an A&E RFP, which the committee will review and approve. A&E firms will need to be notified of the scoring method, timing and approach. The committee will select the top A&E firms, based on their proposals, and develop interview questions and an interview schedule.

**3. Selection of Project Manager and EHS Project Assistant**

- ♦ By the end of August, PEP will appoint a PM (or interim PM) and EHS will appoint an EHS Project Assistant. Ray will inquire if funding is available to help offset costs associated with EHS Project Assistant, or if funding responsibility rests with the college.

**4. Next Meeting**

- ♦ Meeting has been set for Friday, August 26, from 8:30 – 10:00 a.m. in the Warriner 312 Conference Room.