

Date: August 25, 2009

Time: 2:00 P.M.

Location: Facilities Conference Room, East Campus, Lock Haven University

Purpose: Pre-Programming Meeting.

Project: DGS 409-62 – Renovation and Construction of a Science and Math Center, East Campus, Lock Haven University

HA PN: 2009-230

M i n u t e s o f M e e t i n g

Attendees:

Deborah Erickson	Lock Haven University of PA
David White	Lock Haven University of PA
David Proctor	Lock Haven University of PA
Keith Roush	Lock Haven University of PA
Rick Honeywell	Jacobs Consulting
Schuyler Ortega	Jacobs Consulting
Michael Wolf	Highland Associates
Avery Gretton	Highland Associates

Discussion:

Item No.	Discussion	Action
1.	David Proctor reviewed the background of the project including the overall scope and funding.	Record
2.	Deborah Erickson and David White are the Facilities Customers for the project.	Record
3.	It is Highland's opinion at the present time that the approved budget for the project apparently does not carry the full programmed square footage for all the departments. A rough breakdown of the types of costs involved in this project yields various degrees of overage in terms of the previously programmed space requirements as compared with the affordable square footage. Further refinements of costs and program will affect this ratio in one direction or another. Program sign-off will	Record

- be needed as to the proper scope of the project to be carried into schematic design through construction.
4. The programming effort going forward will include all four departments. The goals are to confirm needs, resolve detail and possibly recognize opportunities for “right sizing” and sharing of spaces in an effort to maximize efficiencies. Record
 5. Auditorium renovations, Greenhouse and Planetarium are not scoped/budgeted for the project. Planning for these facilities will be considered in programming and preliminary sketches, since they could be added in a future project. *(A memo of understanding from the University to DGS is required to fund these facilities under this project).* Record
 6. At the earliest, renovations are scheduled for Ulmer Hall in five years. Record
 7. The DGS authorized square footage for renovations and new construction is 84,405 s.f. The DGS authorized funding for this is \$28,000,000.00 total, of which \$22,400,000.00 is the amount for base construction or “bricks and mortar”. Only an estimating contingency needs to be carried in “brick and Mortar” estimates. LHU has separate bid contingency. Record
 8. Space is available on the 3rd Floor of the Junior High Building, East Campus. However, no project dollars are budgeted for preparing or renovating this space. Nanotechnology currently occupies some of this space. Record
 9. Planning/preliminary options were discussed for the Auditorium footprint as future work that might affect the way in which this project is done. Record
 10. All budgets are to be reported by indicating “Total Project Cost” and all reports on space will be referenced to Gross Square Footage to avoid any confusion. Discussion may be in Net Square Footage for classrooms, labs, etc. Costs and total square footage requirements will be calculated as Total Project Costs and Gross Square Footage, respectively. Record
 11. LHU stated that 1 (qty.) 150 seat classroom could be preferred to 2 (qty.) 76 to 90 seat classrooms. This space will be confirmed in the context of overall program needs. Record
 12. Jacobs discussed other approaches for reducing total lab area including exploring the possibility of multi-disciplinary lab space. Record
 13. LHU confirmed that all departments should revisit the program moving forward, while defining schematic design requirements, per the questionnaire prepared by Jacobs. Record
 14. Meetings going forward are to include an all-departments meeting preceding the individual department meetings, followed by a re-group Record

- meeting of this committee.
15. The State System Utilization Guidelines are to be followed in programming assignable space. Record
 16. A possible visit to Edinboro, PA was discussed and the plans were requested as an aid in programming. Record
 17. The HVAC set points for campus facilities are 72°F +/- 2° in the summer and 70°F +/- 2° in the winter. Record
 18. All planning proposals will need to be processed through City Zoning, which will include historic reviews by the Elm Street District. Record
 19. There is a desired food service component for the East Campus that should be examined in the context of the project. Clarification of what this means is needed to determine if it is feasible to include in the project. Record
 20. There is a separate FF & E budget for this project that is not included in the DGS Project budget. Exterior card access and smart boards will be included in this budget (not FFE). Record
 - 21.

These minutes have been prepared to the recollection of the A/E. If there are any discrepancies in these minutes as per your knowledge, please contact our office within three (3) days of receipt; otherwise, these minutes shall stand as issued.

Submitted By: _____
Avery Gretton AIA, NCARB

AG:ca

Cc: Attendees, M. Wolf, W:_2009\09-230\mtgmin\8-25-09.doc
Paul Flood - DGS