



Meeting Notes

Kick-off Meeting

Meeting Date & Time:	February 25, 2016	1:00 PM
Issue Date:	February 29, 2016	
Regarding:	Recreational Eagle Center Addition UW La Crosse La Crosse, Wisconsin DFD Project #: 14I2B SDS Project #: TBD	
Location:	Recreational Eagle Center – Room 141	
Present:	Attendee:	Representing:
	Craig Weisensel	DFD
	Nathan Barnhart	UWL Rec Sports
	Sue White	UWL Rec Sports
	Dennis Kline	UWL Rec Sports
	Train Tran	UWL Student
	Brooke Hemstead	UWL Rec Sports
	Weston Floerke	UWL Student Association
	Doug Pearson	UWL FPM
	Bob Hetzel	UWL
	Scott Hole	KJWW
	Bob Novak	Southport Engineering
	Paula Knudson	UWL Student Affairs
	James Hall	Otie Engineering
	Paul Kittilstad	HVP Design
	Tom Twohig	SDS Architects

1) Introductions

- A) SDS introduced the project design team
- B) Craig Weisensel is the project manager for the DFD. Doug Pearson will be the single point of contact for UWL.

2) Project Scope

- A. As listed in the RFP, the construction budget has been established at \$6,936,000. UWL would like to maximize the additional space within the budget.

3) Project Schedule

- A. The project is scheduled for completion of the Design Report, Building Commission Review in November, 2016. Which means the Design Report should be reviewed by UW Systems at their October 15, 2016 meeting. SDS and the design team will target October 6, 2016 for completion of the Design Report for review by UWL prior to the UW System's meeting.
- B. With Building Commission approval in November, 2016, the bid date could potentially be moved to Spring, 2017 and construction start in summer, 2017.
- C. The schedule will be updated throughout the process, but the construction duration could also be condensed to 1 year.

4) General Design Process

- A) SDS reviewed the design process which begins with Pre-Design; refining the building program statement.
- B) In addition to what was listed in the RFP, UWL provided the following comments:
 - a. The Fitness Center requires one office for two full time staff members.
 - b. The proposed location will be beyond the main point of security, so a separate turnstile, security point within the Fitness Center will not be required.
 - c. A training room is not required but a storage / workroom should be provided with exterior access and enough room for Fitness Center equipment repair.
 - d. A general area for student lockers, large enough for backpacks should be provided adjacent to the Fitness Center.
 - e. The existing Fitness Center has 12'-0" ceilings which would be preferred but may be challenging on the first floor of the addition (existing floor to floor dimension is 13'-4". The tallest piece of existing equipment is 9'-0" to 10'-0" tall.
 - f. The new Fitness Center should be accessible and non-intimidating to all students. The current student gender ratio is 60% female / 40% male.
 - g. The proposed multi-purpose room on the second floor could be used for Soccer, Rugby, Ultimate Frisbee, Lacrosse, etc. Field turf may be appropriate for the floor finish but cost / maintenance must be considered. The number of club sports at UWL has increased recently and the proposed multi-purpose room could be used for those activities.

5) Communications – Single Point of Contacts and Stakeholders Roles

As indicated above the points of contacts will be as follows:

- A) UW La Crosse – Doug Pearson
- B) DFD – Craig Weisensel
- C) Design Team – Tom Twohig

6) Design Team Agenda Items

- A) SDS has the Record Drawings from the original construction and will begin constructing a Revit model (original documents are in autocad).
- B) UWL will provide any updates made to the building in the last 20 years.

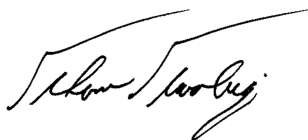
7) Next Steps

- A) Based on the information provided, SDS will submit a contract to the DFD for review.
- B) Based on the proposed Design Report completion date of October 6, 2016, SDS will prepare a meeting / design schedule leading to that date.

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 Twohig, AIA - Project Architect

c: Participants