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MEETING MINUTES Program Verification Mtg #2

Project Name: UW-L Student Center
Project Location/Agency: University of Wisconsin – La Crosse
DSF Project Number: 12H2W
A/E Project Number: 13-105
Meeting Date/Time/Room #: 4.25.13/9:00 AM – 4:00 PM / Cartwright 257
Attendees: See attached Sign-In Sheet

Meeting Objectives: Review Loading Dock
Sustainable Charrette
Foodservice

General

1. Schedule is tracking 2-3 weeks behind due to late start. The goal is to complete 35% prior to September Board of Regents (BOR) and State Building Commission (SBC) in September.
2. Meetings 3 and 4 will be revised to reflect progress. The next meeting is tentatively set for May 17 at 9 am. The goal is to review the floor plan progress based on adjacencies and program verification results.
3. The student organization overall square footages will be reviewed for comparison purposes: UW Stout, UW Eau Claire, UW Riverfalls, UW Oshkosh and UW Stevens Point.
4. The campus is completing their program verification review by May 1 or 2. What functions, size of spaces and proximities/adjacencies should be the focus.
5. The next meeting is tentatively scheduled for May 17 at 9 am. Location to be determined. The focus of the meeting will be to review plans and outdoor programming

Loading Dock

1. Loading dock must be efficient and accommodate traffic entering and leaving: trucks, cars, vans, delivery of goods to foodservice, bookstore/textbook rental and entertainment cafe, trash/recycling pick up, etc...
2. Larry will provide the semi truck size from Reinhart Foodservice.
3. A more direct access to the freight elevator is desired.
4. Ka+p will explore adding a material lift (unmanned) or freight elevator to the loading dock to service the lower level. The size and weight capacity should also accommodate servicing of the generator and transformer and delivery of the entertainers' equipment.
5. This will reduce the size/weight capacity of the main freight elevator, which should extend from the lower level to the mechanical penthouse.
6. A convenience stair at the material lift should also be considered.
7. It was recommended that the grease tank be changed to an automated system. This will be reviewed as the project progresses.
8. Larry R will confirm size truck deliveries for the loading dock.
9. Scott S will provide a program for the loading dock, number of service vehicle parking spaces, and number and size of dumpsters. A combined loading dock/trash services with Wimberly will be reviewed. A phone conference will be set for next week Tuesday to review with the executive committee.

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Sustainable Charrette

General

1. Team introductions were made.
2. Phil explained the LEED process, goals, checklist and integrated design. The cost effectiveness of gaining a point will be weighed against the overall project goals, budget and schedule.
3. Attached is the updated checklist based on the meeting discussions. For comparison, the original checklist is also included.

Sustainable Sites (SS)

1. SS4.1 could possibly be changed to 6 points. Service stalls do not count toward parking count on site. Adjacent parking may also be accounted for in this point. Further analysis would be needed by the design team.
2. Creating a natural habitat is a challenging point to get (SS5.1). Green roofs, which are currently not in the project budget, are one way of providing this. There are often trade-offs between costs, budget and what is the overall goal for the project.
3. Items to consider for the project: reflective surfaces for paving, roofs, shading trees or shading structure. These will be evaluated throughout the design.
4. The project site is considered urban. To gain SS8 point, the LEED boundary will be reviewed. The lighting zone is 3; to achieve the footcandles to meet point is challenging.
5. SS3 could be achieved with the demolition of the house. The campus is performing a review (Environmental Impact Statement) of the building for asbestos or other hazardous materials. Quantity of these materials will be reviewed to see if this point is achievable.

Water Efficiency (WE)

1. WE1 points will be achieved by providing indigenous landscaping. SmithGroupJJR is familiar with the campus and types of plantings.
2. WE2 is difficult to achieve by the sheer quantity of water to store/capture before using for flushing toilets. Water collection is also an issue for health reasons; this water also needs to be treated. Composting toilets may also be used to achieve points but again will need to be evaluated.
3. It is easy to achieve WE3 by the types of fixtures used. .5 GPM lavs were used in Centennial. 1.6 GPM toilets are standard. <Author's note: the fixtures noted in the program statement have taken this point into consideration and listed reduced flow fixtures.>

Energy and Atmosphere (EA)

1. EA5 credits verify if the building works as designed in the energy model. One point is readily achievable by providing information to USGBC; the remaining points can be costly and will need to be further reviewed by the project team and DFD reviewers.
2. The current green power used on campus will need to be reviewed for EA6. This point will not be considered to be funded by UW-L Green Fund.
3. The design team will explore heat recovery ovens and generators as well as bio-fuels from reusing cooking oil.

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Materials and Reuse (MR)

1. The minimum goal for MR2 is 75%. Higher percentages were achieved on other UW-L projects which included demolition of a concrete building.
2. Rapidly renewable materials point requires that 5% of the overall project budget is spent on these types of materials.
3. MR7 requires that 50% of wood used in the project be FSC certified. Often times this is achieved by wood doors; however, this adds premium costs to the budget.

Indoor Environmental Quality (IEQ)

1. For Credit 5, janitor's closets will need to be exhausted, provide walk off mats at entries and provide MERV13 filters at the mechanical equipment.
2. To achieve IEQ6.1, tasking lighting would need to be provided in 90% of all occupied/working spaces. Conference rooms/multiple occupant rooms can be achieved relatively easily.
3. UW-L will provide a cutsheet of the tasklighting used in other projects.

Innovation & Design Process

1. It is conceivable that 2-3 credits will be achieved in exemplary performance of other credits. Regional materials, the green cleaning program and portions of LEED ND credits could be considered for the innovation credits.
2. The net zero coffeehouse is another item to consider. The amount of energy generated would need to be quantified, a boundary area identified, signage could be provided (an educational element) and the offset use (i.e. how big/how much alternate energy would need to be produced). The idea of the coffeehouse is symbolic and will be explored in the development of the design.
3. Public education, tours and signage can also be implemented. This complements what campus has been doing in other LEED buildings on campus.
4. Composting will continue in the student center.

Foodservice

General

1. Terry Pellegrino/Robert Rippe presented history of the foodservice from the program statement.
2. The current trend in foodservice delivery of this type of facility is a "scatter" approach which fosters meandering to different venues among seating. It is very similar to street vendors.
3. Union South Madison employs this method.
4. The food court layout does not allow for as much flexibility.
5. A lactation room will be added on the first floor.
6. The room will have comfortable furniture (chair), table, outlets and sink. The room size will need to be determined but is relatively small and should accommodate 1-2 persons and infant. The room will be locked and key accessed from information desk.
7. Storage for multipurpose furniture will need to be sized according to table sizes, chairs and stack/rack spaces.

8. The pre-function area should accommodate portable bars, some high bar tables for appetizers, piano and room for a quartet or similar performance group.
9. Vending machines:
 - Soda machines on levels 2, 3 and lower level (LL)
 - Snack machines on 2 and LL
 - Machines will need a data connection; UW-L to provide size/cutsheet of machines.
10. The back of house foodservice will need to have dedicated staff toilets per health department.

Retail Dining & Coffee House

1. There are 10 venues in the program: 8 retail, coffeehouse and entertainment café.
2. The following venues were discussed:
 - Tapas (Small plate): Eliminated, perceived as too expensive; could be worked in other venues
 - **Grill**: Staple, must have
 - **Pasta/Noodles**: Staple, must have
 - **International**: Desirable, combine with Mexican
 - Mexican: Combine with International
 - **Deli/Salad/Soup**: Staple, must have; Salad eliminated and moved to coffee shop; see notes
 - **Chef's Stage**: Desirable; blue plate special, comfort foods
 - Coffee Shop: Increase size and add grab-n-go, bakery and area for salad bar; includes smoothies
 - Grab-n-Go: Combine with coffee shop
 - Bakery: Combine with coffee shop
 - Breakfast all day: Eliminated
 - Pizza (Stonefired): Offered in Entertainment café/lower level venue.
 - **New**: vegan, vegetarian, kosher, nut-free, gluten free venue
 - Discussed: Smoked meat/BBQ
 - **National concept**: Terry will provide a list of national chains that provide venues for campuses. Chik-Fil-A and Qdoba restaurants were a couple mentioned in the meeting. Once the list is received, the campus may also post the list on Facebook.
3. Each concept will be sized for interchanging equipment with a chase for mechanicals and plumbing and will be accessible from below. This will allow for flexibility in change of venue.
4. Frozen yogurt was discussed. It could be included in the coffee house with the smoothies.
5. The scattered approach that included (7) concepts was approved by the committee. The eighth concept was absorbed into the coffee shop (i.e. grab-n-go and bakery). Items in **bold** above indicate the (7) selected concepts.

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Entertainment Café

1. The entertainment café service will be expanded to include snacks, popcorn, appetizers – nachos, poppers, pretzels, candy, deep fried raviolis
2. In addition to pizza, the entertainment café will have grilled sub sandwiches (grinders) and similar foods.
3. Food will be served in a plastic basket.
4. Beer will be added to the entertainment café and rec center. The beer will not be the focus. (3) taps/varieties were discussed with minimal bottles available.

Private Dining

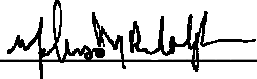
1. Location should be accessible to the kitchen.
2. The ambience should be light, airy and quiet for presentations.
3. Multiple lighting scenarios desired.
4. Private dining will be used for multiple functions such as student awards, faculty dinners, chancellor's luncheons, Eagle roundtables and presentations.
5. A smaller venue is also desired for 10-15 persons. This is additional program space.

Catering

1. Catering in association with the Multi-purpose room will be reduced to 500SF and will provide space for: carts, limited plating/staging area, refrigerator, ice machine and coffee and water.
2. The catering corridor is wide enough to accommodate staging and food carts outside each of the smaller multi-purpose spaces.

Meeting Adjourned: 4:00 pm

END OF MEETING MINUTES

Meeting minutes prepared by:  Date: 4.29.13

The foregoing constitutes our understanding of the matters discussed and the conclusions reached. Other participants are requested to review these items and advise writer of any errors and/or emissions within 5 business days. This set of minutes is being distributed for the express use of the individuals named on the distribution list. Discretion is requested when making the required internal copies.

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Project Name: UW-L Student Union
 Project Location/Agency: University of Wisconsin – La Crosse
 DSF Project Number: 12H2W/Ka+p#: 13-105

Meeting Date/Time/Room #: 4.25.13/9:00 AM – 4:00 PM/ Cartwright 257

SIGN IN SHEET

✓	Name & Company	Email Address	Phone #
	BETH ALDERMAN	BETH2.ALDERMAN@WISCONSIN.GOV	
✓	NICHOLAS BEZIER	BEZIER.NICH@UWLAX.EDU	
✓	JEFFREY BROWN	BROWN.JEFF@UWLAX.EDU	
	MAURA DONNELLY	MDONNELLY@UWSA.EDU	
✓	ROBERT HETZEL	BHETZEL@UWLAX.EDU	
	JULIA JOHNSON	JJOHNSON2@UWLAX.EDU	608.785.8113
✓	RILEY KARLSTRAND	KARLSTRA.RILE@UWLAX.EDU	608.228.6857
✓	SCOTT KINDNESS	SCOTT@KINDNESSA-P.COM	414.803.6558
✓	PAULA KNUDSON	PKNUDSON@UWLAX.EDU	
✓	DAVID LANGTEAU	DLANGTEAU@UWLAX.EDU	
✓	ALLYSON OSTRANDER	OSTRANDE.ALLY@UWLAX.EDU	
✓	KAYLEE OTTERBACHER	OTTERBAC.KAYL@UWLAX.EDU	202-409-6990
✓	ANNA PEETERS	PEETERS.ANNA@UWLAX.EDU	
✓	DOUG RAMSEY	DRAMSEY@HSRASSOCIATES.COM	
✓	LARRY RINGGENBERG	LRINGGENBERG@UWLAX.EDU	
✓	MELISSA M RUDOLPH	MRUDOLPH@KINDNESSA-P.COM	414.763.3673
✓	SCOTT SCHUMACHER	SSCHUMACHER@UWLAX.EDU	608.785.8916
✓	ALEXIS SMITH	SMITH.ALE3@UWLAX.EDU	952.465.1118
✓	YANG CHA THAO	THAO.YANG@UWLAX.EDU	608.738.4279
✓	MARY BETH VAHALA	MVAHALA@UWLAX.EDU	608.785.8888
	John Hudock	SHUDOCK@AO-ENG.COM	
✓	Dan Sweetman	DSweetman@uwlax.edu	
	Nate Novak	nate.novak@smithgroupjic.com	608-327-4406
✓	PHIL VETTERKIND		



LEED 2009 for New Construction and Major Renovations

Project Checklist

Project Name: UW-L Student Center

Date: 4-25-2013

19 7 Sustainable Sites Possible Points: 26

Y	?	N			
Y			Prereq 1	Construction Activity Pollution Prevention	
1			Credit 1	Site Selection	1
5			Credit 2	Development Density and Community Connectivity	5
	1		Credit 3	Brownfield Redevelopment	1
6			Credit 4.1	Alternative Transportation—Public Transportation Access	6
1			Credit 4.2	Alternative Transportation—Bicycle Storage and Changing Rooms	1
	3		Credit 4.3	Alternative Transportation—Low-Emitting and Fuel-Efficient Vehicles	3
2			Credit 4.4	Alternative Transportation—Parking Capacity	2
	1		Credit 5.1	Site Development—Protect or Restore Habitat	1
	1		Credit 5.2	Site Development—Maximize Open Space	1
1			Credit 6.1	Stormwater Design—Quantity Control	1
1			Credit 6.2	Stormwater Design—Quality Control	1
1			Credit 7.1	Heat Island Effect—Non-roof	1
	1		Credit 7.2	Heat Island Effect—Roof	1
1			Credit 8	Light Pollution Reduction	1

6 1 3 Water Efficiency Possible Points: 10

Y	?	N			
Y			Prereq 1	Water Use Reduction—20% Reduction	
4			Credit 1	Water Efficient Landscaping	2 to 4
		2	Credit 2	Innovative Wastewater Technologies	2
2	1	1	Credit 3	Water Use Reduction	2 to 4

16 8 12 Energy and Atmosphere Possible Points: 35

Y	?	N			
Y			Prereq 1	Fundamental Commissioning of Building Energy Systems	
Y			Prereq 2	Minimum Energy Performance	
Y			Prereq 3	Fundamental Refrigerant Management	
10	2	7	Credit 1	Optimize Energy Performance	1 to 19
	2	5	Credit 2	On-Site Renewable Energy	1 to 7
2			Credit 3	Enhanced Commissioning	2
2			Credit 4	Enhanced Refrigerant Management	2
1	2		Credit 5	Measurement and Verification	3
1	2		Credit 6	Green Power	2

5 1 8 Materials and Resources Possible Points: 14

Y	?	N			
Y			Prereq 1	Storage and Collection of Recyclables	
		3	Credit 1.1	Building Reuse—Maintain Existing Walls, Floors, and Roof	1 to 3
		1	Credit 1.2	Building Reuse—Maintain 50% of Interior Non-Structural Elements	1
2			Credit 2	Construction Waste Management	1 to 2
		2	Credit 3	Materials Reuse	1 to 2

Materials and Resources, Continued

Y	?	N			
1	1		Credit 4	Recycled Content	1 to 2
2			Credit 5	Regional Materials	1 to 2
		1	Credit 6	Rapidly Renewable Materials	1
		1	Credit 7	Certified Wood	1

9 2 3 Indoor Environmental Quality Possible Points: 15

Y	?	N			
Y			Prereq 1	Minimum Indoor Air Quality Performance	
Y			Prereq 2	Environmental Tobacco Smoke (ETS) Control	
	1		Credit 1	Outdoor Air Delivery Monitoring	1
		1	Credit 2	Increased Ventilation	1
1			Credit 3.1	Construction IAQ Management Plan—During Construction	1
1			Credit 3.2	Construction IAQ Management Plan—Before Occupancy	1
1			Credit 4.1	Low-Emitting Materials—Adhesives and Sealants	1
1			Credit 4.2	Low-Emitting Materials—Paints and Coatings	1
1			Credit 4.3	Low-Emitting Materials—Flooring Systems	1
1			Credit 4.4	Low-Emitting Materials—Composite Wood and Agrifiber Products	1
1			Credit 5	Indoor Chemical and Pollutant Source Control	1
	1		Credit 6.1	Controllability of Systems—Lighting	1
		1	Credit 6.2	Controllability of Systems—Thermal Comfort	1
1			Credit 7.1	Thermal Comfort—Design	1
1			Credit 7.2	Thermal Comfort—Verification	1
			Credit 8.1	Daylight and Views—Daylight	1
		1	Credit 8.2	Daylight and Views—Views	1

6 Innovation and Design Process Possible Points: 6

Y	?	N			
1			Credit 1.1	Innovation in Design: Specific Title	1
1			Credit 1.2	Innovation in Design: Specific Title	1
1			Credit 1.3	Innovation in Design: Specific Title	1
1			Credit 1.4	Innovation in Design: Specific Title	1
1			Credit 1.5	Innovation in Design: Specific Title	1
1			Credit 2	LEED Accredited Professional	1

4 Regional Priority Credits Possible Points: 4

Y	?	N			
1			Credit 1.1	Regional Priority: Sustainable Site (SS) Credit 1	1
1			Credit 1.2	Regional Priority: Sustainable Site Credit 4.2	1
1			Credit 1.3	Regional Priority: Water Efficiency Credit 1	1
1			Credit 1.4	Regional Priority: SS 5.1, 5.2 or 6.1	1

65 19 26 Total Possible Points: 110

Certified 40 to 49 points Silver 50 to 59 points Gold 60 to 79 points Platinum 80 to 110



LEED 2009 for New Construction and Major Renovations

Project Checklist

Project Name

Date

16	9	1	Sustainable Sites	Possible Points: 26
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Y	?	N			
Y			Prereq 1	Construction Activity Pollution Prevention	
1			Credit 1	Site Selection	1
5			Credit 2	Development Density and Community Connectivity	5
		1	Credit 3	Brownfield Redevelopment	1
3	3		Credit 4.1	Alternative Transportation—Public Transportation Access	6
1			Credit 4.2	Alternative Transportation—Bicycle Storage and Changing Rooms	1
	3		Credit 4.3	Alternative Transportation—Low-Emitting and Fuel-Efficient Vehicles	3
2			Credit 4.4	Alternative Transportation—Parking Capacity	2
1			Credit 5.1	Site Development—Protect or Restore Habitat	1
	1		Credit 5.2	Site Development—Maximize Open Space	1
1			Credit 6.1	Stormwater Design—Quantity Control	1
	1		Credit 6.2	Stormwater Design—Quality Control	1
1			Credit 7.1	Heat Island Effect—Non-roof	1
	1		Credit 7.2	Heat Island Effect—Roof	1
1			Credit 8	Light Pollution Reduction	1

4	2	4	Water Efficiency	Possible Points: 10
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Y	?	N			
Y			Prereq 1	Water Use Reduction—20% Reduction	
4			Credit 1	Water Efficient Landscaping	2 to 4
		2	Credit 2	Innovative Wastewater Technologies	2
	2	2	Credit 3	Water Use Reduction	2 to 4

21	2	12	Energy and Atmosphere	Possible Points: 35
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Y	?	N			
Y			Prereq 1	Fundamental Commissioning of Building Energy Systems	
Y			Prereq 2	Minimum Energy Performance	
Y			Prereq 3	Fundamental Refrigerant Management	
10	2	7	Credit 1	Optimize Energy Performance	1 to 19
2		5	Credit 2	On-Site Renewable Energy	1 to 7
2			Credit 3	Enhanced Commissioning	2
2			Credit 4	Enhanced Refrigerant Management	2
3			Credit 5	Measurement and Verification	3
2			Credit 6	Green Power	2

8	1	5	Materials and Resources	Possible Points: 14
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Y	?	N			
Y			Prereq 1	Storage and Collection of Recyclables	
		3	Credit 1.1	Building Reuse—Maintain Existing Walls, Floors, and Roof	1 to 3
		1	Credit 1.2	Building Reuse—Maintain 50% of Interior Non-Structural Elements	1
2			Credit 2	Construction Waste Management	1 to 2
2			Credit 3	Materials Reuse	1 to 2

Materials and Resources, Continued				
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Y	?	N			
1	1		Credit 4	Recycled Content	1 to 2
2			Credit 5	Regional Materials	1 to 2
1			Credit 6	Rapidly Renewable Materials	1
		1	Credit 7	Certified Wood	1

11	2	2	Indoor Environmental Quality	Possible Points: 15
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Y	?	N			
Y			Prereq 1	Minimum Indoor Air Quality Performance	
Y			Prereq 2	Environmental Tobacco Smoke (ETS) Control	
1			Credit 1	Outdoor Air Delivery Monitoring	1
		1	Credit 2	Increased Ventilation	1
1			Credit 3.1	Construction IAQ Management Plan—During Construction	1
1			Credit 3.2	Construction IAQ Management Plan—Before Occupancy	1
1			Credit 4.1	Low-Emitting Materials—Adhesives and Sealants	1
1			Credit 4.2	Low-Emitting Materials—Paints and Coatings	1
1			Credit 4.3	Low-Emitting Materials—Flooring Systems	1
1			Credit 4.4	Low-Emitting Materials—Composite Wood and Agrifiber Products	1
1			Credit 5	Indoor Chemical and Pollutant Source Control	1
	1		Credit 6.1	Controllability of Systems—Lighting	1
	1		Credit 6.2	Controllability of Systems—Thermal Comfort	1
1			Credit 7.1	Thermal Comfort—Design	1
1			Credit 7.2	Thermal Comfort—Verification	1
1			Credit 8.1	Daylight and Views—Daylight	1
		1	Credit 8.2	Daylight and Views—Views	1

6			Innovation and Design Process	Possible Points: 6
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Y	?	N			
1			Credit 1.1	Innovation in Design: Specific Title	Note: See Section 7.4 for ID options.
1			Credit 1.2	Innovation in Design: Specific Title	
1			Credit 1.3	Innovation in Design: Specific Title	
1			Credit 1.4	Innovation in Design: Specific Title	
1			Credit 1.5	Innovation in Design: Specific Title	
1			Credit 2	LEED Accredited Professional	

4			Regional Priority Credits	Possible Points: 4
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Y	?	N			
1			Credit 1.1	Regional Priority: Specific Credit	Note: Potential Regional Priority Credits are noted in the red boxes within each section.
1			Credit 1.2	Regional Priority: Specific Credit	
1			Credit 1.3	Regional Priority: Specific Credit	
1			Credit 1.4	Regional Priority: Specific Credit	

70	16	24	Total	Possible Points: 110
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Certified 40 to 49 points Silver 50 to 59 points Gold 60 to 79 points Platinum 80 to 110