

MEETING MINUTES

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Date of Meeting: *June 8, 2009, 2:00pm*
Project: *Germanna Community College Phase III
Academic Services Building*
Purpose of Meeting: *Kick-Off Meeting*
Location: *Fredericksburg, VA*
Project Code: *260-17701*
CN Ref. No.: *3143*

The purpose of the meeting was to kick-off the Germanna Community College Phase III Project (Academic Services Building). This consists of an approximately 50,000 sf new facility and a 5,000 sf renovation of the existing Library.

ATTENDEES:

SIBYL ROBERTS, VCCS Design and Construction Manager	- Virginia Community College System
RICK BREHM, Vice President for Administrative Services	- Germanna Community College
ANN WOOLFORD-SINGH, Vice President for Academic Affairs and Student Services	- Germanna Community College
RAYMOND BURTON, Chair, Science (Biology)	- Germanna Community College
GARLAND FENWICK, Facilities Manager	- Germanna Community College
JACQUE LARSEN, Information Technology	- Germanna Community College
BRENDA LEVOY, Administrative Assistant to Rick Brehm	- Germanna Community College
YANYAN YONG, Dean of Distance Learning and Academic Support	- Germanna Community College
PETER TROZZE, Vice-President / Project Manager	- Clark-Nexsen
MIKE PADDEN, Principal	- Clark-Nexsen
DAVID KEITH, Design Architect	- Clark-Nexsen
LISA SCHMIDTKE, Programming	- Clark-Nexsen
ADRIAN LAZARO, Project Architect	- Clark Nexsen

ITEMS DISCUSSED:

1. The meeting started with the introduction of Project Team members and their respective roles. The main point of contact for State-related discussions is Sibyl Roberts; for GCC-related discussions is Rick Brehm; and at Clark Nexsen, Peter Trozze.
2. It was noted that John Francis, Dean of Arts and Sciences, who was not able to attend this meeting, will be part of the Project Team.
3. Peter Trozze gave a quick background of who Clark Nexsen is and what they do. The firm has offices in 7 different locations and the best talents are shared amongst these offices to provide the best service to all Clients.
4. Peter Trozze asked about the status of the Contract. Sibyl Roberts said that it is on her boss's desk and is ready for signature. Peter Trozze advised that this will not keep CN from working on the Project.
5. The lead BCOM reviewer for the Project is Mary Hom.
6. With inputs from GCC, the plan layout will be developed starting with the room by room requirements as provided on the documents submitted for fund allotment. Slight variations may occur.

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7. An updated Master Plan, to be provided by CN, may be done in parallel with the Programming. Development of this Master Plan will also be done in coordination with GCC. CN recommended that this work be done in time to present to AARB at the same time the Schematic Design for the building is presented.
8. The over-all design of the building will be developed with inputs from GCC. A series of meetings will need to happen to arrive at an acceptable design solution within the construction budget constraints.
9. The end of Schematic Design, scheduled for 20 October 2009, will include building floor plans and building elevations. These same drawings, plus a number of renderings, will be submitted for presentation to the Art and Architectural Review Board (AARB).
10. Sibyl Roberts has indicated that it is probable that "CM At Risk" method will be used for Project delivery. CN recommends that GCC have the Construction Manager (CM) on-board by Schematic Design completion. The CM can provide useful cost information as the drawing production moves forward toward Preliminary Design and, eventually, final Working Drawings. Clark Nexsen will be glad to assist GCC during the selection process.
11. In addition to regular progress meetings, Clark Nexsen will be issuing "Friday Updates" to the Project Team. Information will include tasks completed for the past week, tasks anticipated/planned for the next week, action items, and responsibilities. The Project Team is strongly encouraged to go thru this document and advise the Team of any comments/suggestions.
12. On the Memorandum of Understanding schedule, the official start of the Project was listed as 10 April 2009 and ending 11 June 2012. CN believes that, even with a start of 08 June 2009, the original end date per the MOU is still achievable. GCC also confirms that the scheduled Project completion date of 11 June 2012 will leave enough time for move-in activities prior to the start of the school year. GCC advised that all technology-related items are in place by then.
13. At Mid-August 2010 documents for bidding will be available. Construction duration is scheduled to run thru 18 months.
14. For this summer, GCC staff will be available for meetings as needed. However, the last 3 weeks of August 2009 may be extremely hectic. Mostly administrative staff may be the only group available. Project meetings requiring GCC staff should be avoided during this time if possible. CN will issue a schedule regarding these meetings for the Project Team to comment on.
15. CN advised that the scheduling software being used is MS Project. GCC uses the same. The schedule will be updated as the Project progresses.
16. CN advised that the following Consultants will be part of the Project Team and will be attending critical programming meetings:
 - a. Pfeiffer and Partners – Library Planning and Interior Architecture Services (Learning Resource Center)
 - b. SST Planners – Laboratory Planning Services
 - c. Sextant Group – Technology Consultation Services
17. Site Survey, Soils Investigation, Environmental Impact Report are some of the services identified on the Memorandum of Understanding. Any existing information that GCC has regarding these items will be important and will be used by CN as a starting point.
18. The Project will need to be designed and constructed consistent with approved methods for energy conservation and environmental standards as required by the State. CN understands that LEED certification is not a requirement. Sibyl Roberts

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suggested that Virginia Energy Conservation and Environmental Standards (VEES) may also be considered as an alternative to LEED. Both LEED and VEES are approved options per DEB Notice 120108.

19. Sibyl Roberts mentioned that should there be a requirement for pre-design meeting/s with BCOM, she will be able to arrange for this. CN noted that such meetings will be beneficial for the Project.
20. Renderings/Models may be provided by Clark Nexsen. Sibyl Roberts said that she will validate any additional services that are required as we move forward.
21. CN advised the Team that the software to be used for drawing production is Revit by Autodesk in lieu of AutoCAD. This is a Building Information Modeling (BIM) software wherein the building is drawn/drafted in 3D. Use of this software will be very beneficial, especially in terms of coordination between disciplines. Drawings may be converted in AutoCAD, although some features of AutoCAD may not work on a converted file. PDF's can be created from Revit files. GCC will verify if Revit is part of the Autodesk suite that they currently have.
22. Clark Nexsen will provide hard copies and electronic files (Revit and PDF's) of the as-built documents at the end of the Project.
23. GCC will provide Clark Nexsen with specifications and design standards, including, but not limited to, naming conventions and room numbering conventions. A separate meeting will be scheduled with Garland Fenwick to discuss these GCC standards.
24. There may be existing FF&E items that will be re-used for the Project. A separate meeting will be scheduled with Garland Fenwick to discuss this.
25. CN will not be doing FF&E, although a furniture plan layout will be done as part of the BCOM submittal for Fire and Life Safety review. Quantity and type of furniture will be provided by GCC.
26. It was suggested that we conduct visits to similar buildings and seek ideas. CN will be able to create a list and identify sites that the Project Team may visit. It was also suggested that the group get together and do a virtual tour of the MIT Lab and a project in Australia that the provost thinks are state-of-the-art.
27. Parking on the campus is open. There are no passes required.
28. All field work coordination – surveying, flow test, etc. – will be coordinated with Garland Fenwick.
29. CN confirmed that the Design Team will not need a dedicated workspace in the campus. For the programming charrette, the Team will need a large room plus, possibly, a few breakout rooms. Exact needs will be established and GCC informed accordingly. During construction, CN will be able to share a space in the construction trailer.

Programming

30. Programming is the process wherein the Project Team brainstorms and gathers information from the GCC community with regards to their wants and needs for the Project. This begins with a programming charrette which requires a session of 3-4 hours. Individual break-out sessions would then occur after this.
31. The current room-by-room program submitted to BCOM is close to being accurate per GCC needs. This document will be the Team's starting point for the programming charrette.

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32. It would be valuable to have the following groups to be involved in the programming:
 - a. Key stakeholders
 - b. Key faculty, staff, end-users
 - c. Students, vendors, parents (?), community
33. Items that will be needed from and discussed with GCC will include, but not be limited to, the following:
 - a. Rooms / Spaces that will be required
 - b. Goals, stats, needs
 - c. Concepts that GCC may have to achieve certain results
 - d. Similar installations that GCC finds compatible
34. Peter Trozze suggested that GCC look 5-10 years ahead on what the teaching styles could be. CN recommends that we design the new facility to be flexible so that it will be able to change as teaching styles change.
35. Ray Burton had a question regarding how specific lab needs will be addressed. CN explained that our Lab Consultant (SST Planners) will work with GCC and discuss the layout and requirements of each space in great detail.
36. A list of spaces with required square footage, room data sheets, and adjacency diagrams will be developed from the programming sessions. These will form part of a document/checklist that the Design Team will use as a basis for developing the building floor plans and design. The Programming document should be substantially complete by early August 2009.
37. CN advised the Team that inputs during programming are very important. Changes during this stage are fairly easy to incorporate. The farther the Team goes into the design process, the more difficult and, perhaps, costly it could be to effect changes.
38. The programming charrette will be scheduled for 24-25 June 2009. Exact date will depend on availability of attendees.

END OF MEETING

