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Project No: 4907.004.00
Date: May 23, 2007, at Brookhaven College
Attendees: **Brookhaven College (BHC)**
Joy Bailey
Dawn Bishop
Sharon Blackman
Jim Dudlo
Jim Dwyer
Sarah Ferguson
George Herring
Derek Mpinga
Kendra Vaglianti
SHW Group, Inc.
Don Hensley
Jill Stewart
DMJM
David Dailey
Doug Wallace

Subject: **Project Kick-Off Meeting
Corporate Continuing Education Center
Brookhaven College**

Meeting Notes:

1. The purpose of this meeting was many-fold. SHW sought to confirm the overall project goals; confirm and review scope items; discuss quality expectations; review project schedule and its drivers; review budget and its impact on the scope; and discuss next steps.
2. When discussing Project Goals, SHW defined this as an exercise to complete the sentence, "If this project does nothing else, it will..." The goals confirmed and identified at the meeting include:
 - **Supplant current classrooms in off-site location, and end lease at East 1 facility.**
 - a. East 1 is used for ESOL training and has 20 classrooms for 20 to 24 people each. ESOL provides skill development to prepare students for credit courses.
 - **Support increased classroom demand (if possible within the budget parameters).**
 - **Create a Corporate Center** that projects a corporate image (recognizing the difference between a training facility and an educational facility) to meet the needs of business and industry, as well as workforce development.
 - **House on-site Contract Training programs for businesses.**
 - a. Building must have catering area and "professional" access to food (not simply a credenza in the meeting rooms).
 - **Provide flexible spaces to meet the needs of a wide variety of course offerings,** from jewelry making to contract training to computer labs.
 - **Include office functions supporting program elements in the building.**
 - **Allow scheduling flexibility to accommodate the variety of times and duration of course offerings** typical to this type of use. This is very different than a typical education schedule.

- **Be a catalyst or seed to foster Corporate & Community partnerships:**
 - **Provide common use shared spaces that accommodate both Corporate and Educational staff.**
3. The group next focused on quality expectations for the project. This included a discussion on various factors that compete for dollars when designing and building a project. The level of quality and prioritization of the various factors has a direct relationship on the budget. The following items were reviewed and discussed from an overall project standpoint.
- **IMAGE**
 - Site Planning
 - a. Should conform to existing architectural style and general building construction standards.
 - b. Should be easy to find and access.
 - c. The proposed site is fixed, and this CCEC will tie into the updated infrastructure.
 - d. There is a long term potential of developing a campus entrance from the north, so the “back side” may eventually become another front side.
 - e. Parking is a challenge. It will be important to designate close-in parking for corporate clients.
 - Community Values
 - a. Project a business-like/corporate image.
 - b. Large potential to provide seminars, conferences, etc., to businesses and the community.
 - c. Will provide workforce training.
 - Architectural Image/Visibility
 - a. The building design should complement the existing campus character and architectural style.
 - b. The building should create an “obvious” corporate visual appeal – the building should stand out and/or be identifiable without signage.
 - c. There is a potential for two entries: one for corporate/business users should project a professional image; and student entry should be warm and inviting. Main lobby should serve all populations.
 - d. Building should be versatile to meet changing demands.
 - e. The building is “all about workforce and employment” – it should be designed to help students develop the skills they need to get, keep and be successful in a job.
 - f. Building could be 2-story to minimize the footprint and maximize parking.
 - **TECHNOLOGY**
 - High-Performance Learning Environments
 - a. Technologically advanced “Smart” classrooms
 - b. The building should be wireless in public spaces.
 - c. Need to match corporate expectations for technology, and should stay flexible and versatile to evolve as technology evolves.
 - d. There will be a distance learning component in select locations.
 - e. BHC uses on-line training for some of its coursework.
 - f. Should support instructors who take the training off-site to BHC’s customers.
 - g. There will be teleconferencing in select locations.
 - Security/Safety
 - a. Provide campus emergency phones/call boxes
 - b. Provide interior and exterior security cameras.
 - c. Will have electronic card swipe at exterior doors and select interior doors.

- d. Provide addressable fire alarm with public address (PA) system.
- e. Sliding doors at main entrance are preferred for accessibility.

Engineering Performance

- a. It is assumed this building will tie into new physical plant.
- b. MEP and utility assessment is currently underway (by others)
- c. The building controls should tie into the existing campus Building Automation System (BAS).
- d. Provide motion sensors for lighting. There should be no incandescent lighting.
- e. Lighting should be controllable from multiple locations.
- f. Building should be energy efficient.

▪ **OPERATIONAL EFFECTIVENESS**

Flexibility & Expansion

- a. Future growth should be permitted through flexibility of space. Program offerings will be “moving with the market”.
- b. Building should provide flexible, multi-purpose space (flexibility in both use of space and adaptability to changing program offerings).
- c. Would like to consider ability to subdivide classrooms, possibly via movable partitions.

Operations

- a. Hours of use will be standard BHC hours of use; assuming 6:00 am through 11:00 pm.
- b. Systems should be easily maintained.
- c. One or more rooms may require sinks. This will be confirmed during the programming process.
- d. Would like dedicated parking for building users, even if this means the building footprint will be smaller.

User Comfort

- a. Incorporate key elements of Universal Design, and meet all ADA/TAS requirements.
- b. Provide acoustical control between public and learning spaces. Consider “pink noise” in public areas. Balance use of hard surfaces.
- c. BHC prefers hard surfaces (stained concrete is preferable) in classrooms.
- d. Corporate areas should be carpeted.
- e. Maximize natural light, without altering perceptive ability. Transparency will provide a corporate feel.

▪ **RESOURCES**

Initial Budget Effectiveness

- a. Construction cost is \$5,500,000
- b. FF&E budget is \$225,000, or 4% of construction costs. This appears low; SHW would typically expect a budget of 10% - 12% of construction costs for FF&E.
- c. Technology budget is also \$225,000, or 4% of construction costs. This appears low; SHW would typically expect a budget of 10% - 15% of construction costs for technology.

Operations & Maintenance

- a. Need to seek operational efficiencies.

Project Schedule

- a. Building should be occupied by the Fall Semester 2009.
- b. Schedule is driven primarily by rising construction costs.

- c. Current lease at East 1 location expires in August 2009, although BHC could continue at this location on a month-to-month basis if required.

- **SUSTAINABILITY**

- a. The building solution should be environmentally friendly and energy efficient.
- b. LEED Certification will not be sought for this building.
- c. Siting and material selection should focus on environmentally conscious values.
- d. Sustainable features should not have a negative impact on the budget.

- 4. SHW reviewed the project construction budget:

Construction Cost	\$5,500,000
@ 25,000 Gross SF proposed =	\$230/GSF
(including site costs)	

This budget per gross square foot is not adequate based on benchmark cost information reviewed from previous projects. Please see attached spreadsheet for a summary of projects, type, location, date of construction and escalated costs for comparable buildings.

- 5. The net outcome of the benchmark cost review is an average cost per gross square foot, escalated through 2008, is \$269/GSF. The projects compared vary in size, features, use and location. The benchmark review is one of many factors to consider when comparing the scope to budget validation.
- 6. To determine the magnitude of the scope to budget issue, SHW used a figure of \$250 per GSF, with a 60% efficiency factor (proposed by the program information provided to the design team). Based on these assumptions:

Construction Cost	\$5,500,000
divided by	<u> \$250 </u> per GSF
Target GSF:	22,000 GSF
@ 60% efficiency factor =	13,200 ASF
@ 65% efficiency factor =	14,300 ASF

- 7. SHW will work with DMJM and BHC to develop a space program and associated quality model that fits the available budget.
- 8. The group reviewed the schedule milestone dates and discussed the key drivers to the schedule. One of the challenges the team may have is availability of staff for the programming effort, which will occur during the summer. The summary schedule is attached.
- 9. Primary users of the new building will be:
 - Classrooms, primarily for Continuing Education, Workforce Development and Contract Training.
 - Corporate Center
 - Computer Lab(s)
 - Administrative/Faculty offices
 - Support Spaces
 - Distance Education
- 10. The next steps for the project include:
 - Identify representatives for the user groups to participate in the programming interviews.

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- Schedule and conduct departmental/user group interviews.
- Analyze space requests, utilization and opportunities for efficiencies.
- Understand existing systems conditions.
- Develop, review and finalize the space program.

11. Dr. Blackman will be involved in assigning representatives for the departmental/user group interviews. Doug Wallace will confirm representatives and potential available dates for the programming effort to begin.

The above notes items discussed and conclusions reached. If there are any errors or omissions, please contact the undersigned.

Jill Stewart
Project Manager

c: All attendees
SHW Project File

Dallas County Community College District
Brookhaven College
Corporate Continuing Education Center

May 23, 2007

Construction Project Cost Matrix

Cost Comparisons (adjusted for construction cost escalation)

* Note: Information relates to Building costs only; no site development costs included

			Construction Cost (with Escalation)					
			2004	2005	2006	2007	2008	2009
Campus	Project	New Constr. GSF	2.4%	11.80%	12.00%	10.00%	9.00%	8.00%
Wayne State University, Michigan	New School of Law Building	129,000	\$220	\$246	\$275	\$303	\$330	\$357
Texas Tech University	Child Development Center	33,000		\$212	\$237	\$261	\$285	\$307
Texas Tech University	School of Law Building	32,000			\$275	\$303	\$330	\$356
University of Texas at Tyler	Classroom Building	100,000		\$235	\$263	\$290	\$316	\$341
Central Michigan University	Education & Human Services	143,515			\$241	\$265	\$289	\$312
Paris Junior College - Greenville, TX	Multi-Purpose Academic Building	38,684			\$180	\$198	\$216	\$233
Tarrant County College	New Academic/Sciences Building	115,000			\$223	\$245	\$267	\$289
Dallas County Community College	Education Centers					\$175	\$191	\$206
Dallas County Community College	Classroom Buildings					\$200	\$218	\$235

Total Average	\$220	\$231	\$242	\$249	\$271	\$293
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Exhibit B

ID	Task Name	Duration	Start	Finish	2008												2009													
					A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M
1	Design	245 days	Mon 5/28/07	Fri 5/2/08																										
2	Notice to Proceed with Design	0 days	Mon 5/28/07	Mon 5/28/07																										
3	Programing / Scope to Budget Validation	30 days	Mon 5/28/07	Fri 7/6/07																										
4	Programing / Scope to Budget Validation	5 wks	Mon 5/28/07	Fri 6/29/07																										
5	Owner Review of "Scope to Budget" Deliverable	1 wk	Mon 7/2/07	Fri 7/6/07																										
6	Schematic Design	50 days	Fri 7/6/07	Fri 9/14/07																										
7	Notice to Proceed to "Conceptual Schematic Design"	0 days	Fri 7/6/07	Fri 7/6/07																										
8	Conceptual Schematic Design	3 wks	Mon 7/9/07	Fri 7/27/07																										
9	Owner Review of "Conceptual Schematic Design" Deliverable	1 wk	Mon 7/30/07	Fri 8/3/07																										
10	Notice to Proceed to "Final Schematic Design"	0 days	Fri 8/3/07	Fri 8/3/07																										
11	Final Schematic Design	4 wks	Mon 8/6/07	Fri 8/31/07																										
12	Owner Review of "Final Schematic Design" Deliverable	2 wks	Mon 9/3/07	Fri 9/14/07																										
13	Construction Manager Preliminary estimate of Construction Costs	1 wk	Thu 9/6/07	Wed 9/12/07																										
14	Design Development	55 days	Fri 9/14/07	Fri 11/30/07																										
15	Notice to Proceed to "Design Development"	0 days	Fri 9/14/07	Fri 9/14/07																										
16	Design Development	9 wks	Mon 9/17/07	Fri 11/16/07																										
17	Owner Review of "Final Design Development" Deliverable	2 wks	Mon 11/19/07	Fri 11/30/07																										
18	Construction Documents	100 days	Fri 12/14/07	Fri 5/2/08																										
19	Notice to Proceed to "50% Construction Documents"	0 days	Fri 12/14/07	Fri 12/14/07																										
20	50% Construction Documents	7 wks	Mon 12/17/07	Fri 2/1/08																										
21	Owner Review of "50% Construction Documents" Deliverable	2 wks	Mon 2/4/08	Fri 2/15/08																										
22	Notice to Proceed to "95% Construction Documents"	0 days	Fri 2/15/08	Fri 2/15/08																										
23	95% Construction Documents	6 wks	Mon 2/18/08	Fri 3/28/08																										
24	Owner Review of "95% Construction Documents" Deliverable	2 wks	Mon 3/31/08	Fri 4/11/08																										
25	Notice to Proceed to "100% Construction Documents"	0 days	Fri 4/11/08	Fri 4/11/08																										
26	100% Construction Documents	2 wks	Mon 4/14/08	Fri 4/25/08																										
27	Owner Review of "100% Construction Documents" Deliverable	1 wk	Mon 4/28/08	Fri 5/2/08																										
28	Pre Construction	110 days	Mon 12/3/07	Fri 5/2/08																										
29	Construction Manager Initial Guaranteed Maximum Price (I.G.M.P.)	2 wks	Mon 12/3/07	Fri 12/14/07																										
30	Construction Manager Guaranteed Maximum Price (G.M.P.)	3 wks	Mon 4/14/08	Fri 5/2/08																										
31	Procurement	6 wks	Mon 5/5/08	Fri 6/13/08																										
32	Construction	280 days	Mon 6/16/08	Fri 7/10/09																										
33	Construction	56 wks	Mon 6/16/08	Fri 7/10/09																										
34	Substantial Completion	0 days	Fri 6/12/09	Fri 6/12/09																										
35	Final Completion	0 days	Fri 7/10/09	Fri 7/10/09																										

Project: 970207.Draft Exhibit B (Design) Date: Wed 6/20/07	Task		Summary		Rolled Up Progress		Project Summary	
	Progress		Rolled Up Task		Split		Group By Summary	
	Milestone		Rolled Up Milestone		External Tasks		Deadline	