



Wadena, Minnesota

# Library and Student Development Initiative

Architectural Predesign Report

October 10, 2014

100% Predesign Submittal



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# Minnesota State

## Community and Technical College

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October 9, 2014

TO: MN State Colleges & Universities  
Office of the Chancellor

FROM: Peggy D. Kennedy, President  
MN State Community and Technical College (M State)

SUBJ: **2016 Capital Budget Request – Wadena Campus Project, Priority #2**

I am pleased to submit the 2016 Capital Budget Request from Minnesota State Community and Technical College (M State) Wadena Campus. The **Wadena Library and Student Development** proposal will relocate the campus library to underutilized space and move the student development center to the space currently occupied by the library. This space is at the core of the campus and also at the campus front door. Currently the student development offices are scattered amongst other business and administrative offices and this project would centralize them at a location on the campus which will make them easily and comfortably accessible by the student population and the general public. The new library will not only be used in the traditional sense, but it will also dual purpose as a study center, technology center, and a collaborative learning destination, all of which are identified as needs on the campus in our Master Facility Plan.

This project addresses all three goals of the MnSCU strategic framework and supports many of the initiatives in Charting the Future. The Wadena campus students deserve a student development center that is accessible and welcoming as well as a library that meets the needs of our current students as identified in our Master Facility Plan.

We appreciate your support of this important project. If you have any questions or concerns, please feel free to contact me, Pat Nordick, Matt Sheppard or Monty Johnson. Thank you for your serious consideration of this project.

PK/ct

c: P. Nordick  
M. Johnson  
M. Sheppard



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October 10, 2014

Dr. Peggy D. Kennedy, President  
Minnesota State Community and Technical College  
1414 College Way  
Fergus Falls, MN 56537

Dear Dr. Peggy D. Kennedy:

We are pleased to submit to you the Pre-design Document for your Library and Student Development Initiative on the Minnesota State Community and Technical College Wadena campus.

The attached Document has been prepared in accordance with the State of Minnesota Guidelines for Pre-design; directions from Minnesota State Community and Technical College Wadena; and input from the MnSCU facilities planning office.

The scope of our work on the project has been to provide the professional expertise and analysis required for you to establish and/or confirm your project rationale and space requirements; complexity of the project to the minimal level necessary to develop a definitive project budget and schedule of development and cash flow for final planning, design and construction.

Sincerely,

Anthony J. Stoll, AIA  
Principal Architect

cc: Matt Sheppard, MSCTC-Facilities Director  
File



## 1. PREDESIGN SUMMARY STATEMENT

### 1.1. Essential project Objectives

This **Library and Student Development Initiative** project is developed to relocate the existing library to allow for a centrally located Student Services Center. The existing Student Services Center is currently located in a remote portion of the building and is not easily identifiable from the core areas of the facility. The Library would relocate and displace two existing off line classrooms. The relocation of the Student Services Center would assume the former library space once relocated. By relocating the Student Services from the existing location within the administrative office area, it will be more centrally located and visible from the main entrance thus being much more welcoming to students in need of services, will allow for space for employees moving from the Perham location, will reduce the amount of cohabitated offices, and will provide separation between the administrative functions and the student functions of the college.

All of the spaces directly adjacent to the project work areas were renovated as a result of a Tornado that devastated the Wadena community on June 17<sup>th</sup>, 2010. There was extensive damage to the existing building. Because of the extensive damage, the finishes, mechanical and electrical systems of the areas directly adjacent to the proposed work areas were either brought up to current codes or replaced with new. These new finishes and more energy efficient systems transformed the adjacent areas into more attractive, deinstitutionalized feeling spaces, and made them a better environment that is more conducive for learning. Up until the tornado renovation project, the facility had received minimal attention and upgrades since the 1980's.

Predesign phase activities are being funded by the campus. All other cost for design and construction activities would tentatively begin upon legislation approval in 2016.

#### **Project Location:**

M|State – Wadena Campus  
405 Colfax Avenue SW  
Wadena, Minnesota 56582

#### **Scope of Renovated Space:**

- No additional area is planned to be added to the existing facility. The project would encompass 7,256 GSF of existing area to be remodeled.

#### **Anticipated Construction Cost:**

• <u>Demolition and construction related costs</u>	\$535,000
<b>Subtotal of Construction Related Cost</b>	<b>\$535,000</b>

#### **Anticipated Project Cost:**

• Construction Contingency (10% of construction cost)	\$53,500
• Design fees (10% of construction cost)	\$53,500
• Project Management and Supervision (8% of construction cost)	\$42,800
• <u>FF&amp;E and Infrastructure (10% of construction cost)</u>	<u>\$53,500</u>
<b>Total Project costs</b>	<b>\$738,300</b>

#### **Anticipated Schedule Overview:**

The following is an outline of the proposed project schedule

- Fall 2014: Predesign
- Spring 2016: Legislative approval and funding
- Summer 2016: Design
- Fall 2016: Start Construction
- Spring/Summer 2017: Final Completion

#### **Additional information:**

Minutes for meetings that took place during the pre-design process are attached to document the discussions that took place.

## 2. PREDESIGN PROJECT BACKGROUND NARRATIVE

### 2.1. Past Appropriations

There are no statutory requirements tied to this project.

### 2.2. Relationship of Project to the Campus Master Facilities Plan

The proposed project correlates closely with the Campus's Master Facilities Plan and is the college's #2 prioritize project. At the development of this document, the Master plan document was currently at a 95% draft stage. The Master Facilities Plan outlines the following essentials for which this project will accommodate.

- Continuation of updating Mechanical and Electrical Systems.
- Improve space utilization by repurposing and better utilizing off line spaces for dedicated and functional purpose.
- Provides more group and individual study spaces.
- Concentrates the Student Services to the core of the facility.
- Improves legibility and way finding.
- Reduces underutilized space
- Provide flexible spaces to improve and promote collaborative learning
- Creates small study areas throughout the campus

### 2.3. Specific Academic, Operational, and Strategic Objectives

The objective of this project is to create collaborative learning spaces to students, encourage students to utilize more of the services that are currently available to them, improve the technology resources and make them more readily available, streamline way finding, utilize unused spaces and provide an identity to the campus for visitor and prospective students. It also makes the student development services more accessible to students which will encourage current and future students to use these services which will assist with student success.

The Charting for the Future initiative calls upon the need to engage our students proactively so as to assist with student retention and success. By positioning the student development service in a location more accessible and in the campus core, students will be able to more easily access these services. It will also be less intimidating for students with needs to enter the student development area compared to the current campus layout.

### 2.4. Summary of project planning process and significant outcomes

Planning and discussion for the project began over four years ago. The project has ranked at the top of the list for improving the campus functionality and appearance since inception. Meetings, planning and discussions have taken place over the course of the past four years with various library staff, student development staff, Dean of student success, student body, facilities managers, and business officers. The discussions repeatedly result in a more centrally located Student Service Center to improve the accessibility and availability to students.

### 2.5. Strategic plan and impact of this project

The 2012 – 2017 Minnesota State Community and Technical College Strategic Plan identifies mission and vision statements, values and goals. M State is focused on excellence, integrity, respect and innovation.

**Mission:** Providing dynamic Learning for living, working, and serving.

**Vision:** A success story for every student and stakeholder.

**Values:**

- Excellence in teaching and service
- An environment conducive to learning and working
- A culture of diversity and inclusiveness
- Responsiveness to communities served
- Respect and civility in communications
- Openness to innovation and change
- Accountability and transparency in decision making

**M State Strategic Goals:** M State's goals align with the Strategic Framework of the Minnesota State Colleges and Universities System (MnSCU).

**2.6. Deferred Maintenance and Facilities Condition Index**

The facility condition index would be reduced from .20 to .19 as a result of the projected being completed.

### 3. PREDESIGN PROJECT DESCRIPTION

#### 3.1. Design Intent, Project Program and Process

The relocation and renovation of the Student Services and the Library will enable the campus to be more streamline with their function and offer a more service based center for the student body. Programing for the Student Services identifies the following needs:

- Academic Advising Office
- Registrar office
- Student Life/Student Government Office
  - o Close proximity to Spartan Learning Center
- Director Office
- Financial Aid Office
- Enrollment Mangers Office
- Foundation Office
- Meeting room for up to 8-10 people
- Meeting room for 4-6 people separate from large meeting space
- Central Reception desk for 1 full time and 1 work study
  - o 100 sf of lockable Storage space in close proximity
- Central copy counter for staff use only
- Dedicated Veterans Center meeting/collaboration space
  - o Veterans Center office within Veterans Center
  - o Close proximity to Spartan Learning Center
- Alcove allocated for Photo ID picture taking
- Soft seating area for at least 6-8 waiting visitors/family/students
- Dedicated accu-placer testing space with 4-5 stations
- 16-20 lineal feet of wall space for Career Services Displays
- Open and inviting appearance with close proximity to the main entrance and the core of the building.

#### **3,738 sf of total remodeling area proposed.**

The library space has been recognized as needing more private study spaces for group learning. These spaces are provided on the other three M State campus and have been proven to be utilized to their full capacity on a full time basis. Programming for the Library identified the following needs:

- Minimum of (3) quiet study room with whiteboards and linkable flat screen monitors
- Minimum of (3) built in study areas directly adjacent to the library
- Tables and chairs for 20-25 students directly adjacent to the library for interactive learning study groups
- Minimum of (64) lineal feet for existing collection shelving and future growth
- (24) workstations with hard wired computers
  - o 6-8 individual study stations
  - o 16-18 group/combined study stations
- Relocated existing book security system
- Minimum of 100 sf for Storage, book repairs and staff copy services
  - o Back counter with sink
  - o Book drop from the commons area
- Dedicated Student printing area
- 100 sf Librarian Office
- Centrally located Circulation counter for (2) work-study staff
- Soft seating for 16-20 students
- Dedicated Testing space with 3 stations
- Powered tables for students to power up devices

#### **3,518 sf of total remodeling area proposed.**

Administrative offices will need to receive minor renovations to accommodate for the staff to be relocated from Perham.

- (6) Relocated staff space from the Perham Service Center
- (1) Relocated Maintenance manager from Library area.
- Storefront and identity for the administrative office.







### 3.2. Project Purpose and Rationale

The relocation and renovation of the Student Services and the Library will enable the campus to be more streamline with their function and offer a more service based center for the student body. This project will better utilize two classrooms that are currently mothballed by locating the library in that space, better utilizing the college “frontage” by moving the student development office to the core of the campus and making them much more accessible and student friendly, and will reduce operating expenses by opening up space in the administrative area for employees currently located off campus.

The Student Services are currently located in a remote corner of the facility making way finding difficult and inconvenient for students to utilize. By relocating the Student Services to the core of the facility it offers students the ability to have resources provided to them where they may not necessarily know that they are available. It also promotes an inviting entrance point to the campus for both students and the general public.

The Wadena campus has made significant strides in improving educational access, increasing student success and supporting student persistence by providing current-day best practices in identifying and intervening with at-risk students. Those efforts have increased fall-to-spring persistence by 3 percent from FY11 to FY13, and fall-to-fall persistence has increased by 6 percent over the same time period. In addition, an increasing percentage of our students are coming to us as Pell-eligible, moving from 45.7 percent in 2012 to 97.4 percent this past fall. Many Pell-eligible students have a tenuous commitment to their academic goals; for some of these students, experiencing difficulty in accessing support services is all the excuse they need to disconnect and withdraw.

Ongoing efforts to improve student engagement with Student Development Services are hampered by an unwelcoming facility layout, with the majority of SDS staff tucked amidst administrative offices, not visible to hallway traffic and not easily accessible to students. Advisors have taken to setting up operations in the hallway so they can interact with students who otherwise would have difficulties finding their way to advisors’ offices. Clustering of services as outlined in this project creates efficiencies in collaborative efforts that would allow us to incorporate additional success initiatives. This project would allow for more accessible space for a veterans center and a campus learning center. It also would locate our student services in close proximity to the campus bookstore, food service and student gathering space, which should greatly improve student traffic patterns.

Another component of the project is to provide the veteran resource center with more predominately visible frontage. The existing vet center is currently tucked within a corner of the Spartan center and has limited use by veterans and students due to its lack of visibility and space. The Veterans’ Center exists to welcome all veterans, service members and their families at Minnesota State Community and Technical College. Student veterans will staff the center in collaboration with the Regional Coordinator of the Higher Education Veterans Program. Veteran students receive the following services at the Veterans’ Center:

- Counseling, direction on all education benefits, enrollment, and registration
- Priority Registration, conflict resolutions with classes, benefits or enrollment.
- GI Bill, Tuition Assistance, Tuition Reimbursement, Student Loans, Financial Aid, Scholarships
- Financial, Housing and Food Assistance
- VA Health Care Resourcing and Referrals
- Listening, Counseling, Guidance, Goal Setting and Confidence Building for Successful Futures
- Records Searching, Uniform Updates, Military Procedures, Funerals referral and resources.
- Career choices, searching and referrals.

The library is an essential part of the campus. It not only is used as a library in the traditional sense, but it is also dual purposes as a study center, technology center, and collaborative learning destination. The current library, even if not relocated, is dated in its functionality as well as its finishes and layout. All of the programs offered at the campus utilized the space in some capacity.

Another important component identified in the MFP is the need for more individual and group student study space outside the classroom. The renovated library component in this project would give students this study space within the library and outside the library in the student commons area. The library on the Wadena campus currently serves a headcount of 601 students. For the 2013-14 academic year, the monthly gate count ranged from 1,395 to 2,428 student visits. Students rely on the library to study, research and access computers and instructional materials for completing their homework. The library serves as a hub of activity for students on the campus and provides students with access to information and technology that supports their learning. This project includes the addition of

three study rooms where individual students would be able to study in a quiet and comfortable atmosphere or work together collaboratively in small groups. Each room would be equipped with a wall-mounted monitor along with a white board, presenting the opportunity for students to use current educational delivery technology in a welcoming setting. The library facility project would create more opportunities for students to learn collaboratively in a modern facility.

The Wadena campus library also provides proctored testing services for a large number of the students who are taking online classes, which is an area of enrollment growth for the college. During the 2013-2014 academic year, approximately 300 students used the Wadena library for testing services. A small testing room is be part of the new Wadena library plan and would provide students with a significantly improved quiet and supportive testing atmosphere. The design of the new library space is such that it would improve the quality and availability of important academic support services that are designed to aid student persistence and completion. The study rooms and the testing room would be a real benefit for students. This project makes better use of underutilized space and provides for a more efficient student development setting.

The consequences of delayed funding means a presentation of facilities that runs counter to supporting our mission of providing “dynamic learning for living, working, and serving.” A delay in funding would also jeopardize our recruitment and support of student persistence at a time when enrollments are flat or slightly declining. Regional data shows that enrollment pipelines from high school feeder schools are poised to increase; now is the time to plan for a facility that can successfully compete with other options within the region.

In addition, M State is in the process of closing its leased site in Perham, and this project would further enhance the cost-saving benefits of moving Perham staff to the Wadena campus. A more welcoming point of entry for the campus, which this would provide, is a major theme in our Master Facility Plan (MFP).

### 3.3. Project relationship to the Facilities Master plan and Academic Plan

As stated previously, the project follows with the Facilities Master Plan document. Relocation and Renovation of the Student Services and the Library is a key component of the M State Wadena Master Facilities Plan. This project has been identified as one of the most important projects in a list of priorities for the college. It incorporates many of the recommendations by providing areas for independent and group study spaces.

By relocating the library it allows for necessary upgrades to be made in the functionality and collaborative learning capacities of the space.

### 3.4. Site Selection Criteria and analysis

Throughout the planning and discussion process, alternatives were explored with regard to a reducing the overall scope of project.

The option of retaining the library in its current location and locating the student services to the off line classrooms was explored. The primary entrance to the campus is located on the west side of the building. The existing library currently utilizes this most visible frontage. Additionally, the collaborative relationship between the existing Spartan Learning Center and the Student Services need to be enhanced and need to be located in close proximity to each other. Locating the Student Services further away from the learning center would be detrimental to the relationship between the two functions.

Another option discussed was to maintain the Student Services and the Library in their current location and relocate the Administrative Offices to the off line classrooms. This option does not accomplish the primary goal to make the Student Services Center a primary identifiable and centrally located destination from the primary entrances or the building as a whole.

### 3.5. Physical Building Condition

The condition of the existing building in the adjacent areas surrounding the proposed project area has been recently renovated as a result of the renovation work that was completed as a result of the tornado damage in 2010. Overall, the condition of the area within the project scope is in need of updating and renovating to bring it to the standards of the adjacent areas.

### 3.6. Deferred Maintenance Backlog and renewal

There is currently \$49,000 worth of interior finishes back log that this project would eliminate.

### 3.7. Space Utilization Data

Over the past 3 years, the trend in the usage of the library has seen a slight decline overall visits from , but the percentage of usage compared to student enrollment has actually increased by 2.5% annually. The projected trend in usage in 2014 has already shown an increase of 7% over previous years. It is anticipated that this usage would continue to increase in the years to come.

### 3.8. Project Process Methodology and Supporting Materials.

The project is governed by the following building codes and requirements.

- Minnesota State Colleges and Universities Design Standards – 6th Edition, revised June 2010 or most current version
- 2007 Minnesota State Building Code (2006 International Building Code), or most current Code adopted at the time of construction.
- Chapter 1323 of MnSBC, Commercial Energy Code
- ASHRAE Standard 90.1-2004 with amendments
- 2008 National Electrical Code
- Chapter 1341 of MnSBC, Accessibility Code
- Chapter 4715 of MnSBC, Minnesota Plumbing Code



## 4. PREDESIGN SUSTAINABILITY – ENERGY STANDARDS

### 4.1. Applicable B3 Guidelines

Energy conservation and sustainability are paramount. Due to the nature of the renovation, size of the project area and location within the facility, compliance with the B3 Guidelines are not applicable.

### 4.2. Sustainability Issues

The project adequately addresses any cost or schedule issues for the contractor to provide and submit a “Waste Management and Recycling Program Plan” for both demolition and construction that will advance concepts of sustainability.

### 4.3. Energy Conservation Options

Although the B3 guidelines are not applicable, consideration for a more energy efficient and environmentally sustainable project will be pursued. The following will be incorporated into the project and accounted for in the overall project budget.

- Low VOC emitting Materials
- Quality LED light fixtures with photovoltaic lighting controls to maximize daylight harvesting.
- C2C interior finishes
- Energy Star compliant equipment and appliances
- Lowest life Cycle costs

Energy consumption for the facility will only be marginally reduced over the current energy usage due to new HVAC systems and upgrades that were recently implemented in the facility as a result of the tornado renovation in 2010.

## **5. PREDESIGN FINANCIAL INFORMATION – CAPITAL EXPENDITURES**

### **5.1. Cost of Utilities**

It is anticipated that there will be no change to the utility costs for the facility.

AGENCY CAPITAL BUDGET REQUEST  
Dollars in thousands (e.g. \$137,500 = \$138 thousand)

Project Name: **Library and Student Development Initiative**

TOTAL PROJECT COSTS All Years and All Funding Sources		Project Cost All Prior Years	Project Cost FY 2014-15	Project Cost FY 2016-17	Project Cost FY 2018-19	Project Cost All years	Project Start Start (mo/yr)	Project Finish Finish (mo/yr)
<b>1. Property Acquisition</b>								
1a) Land, Land and Easements Options		0	0	0	0	0		
1b) Buildings and Land		0	0	0	0	0		
SUBTOTAL		0	0	0	0	0		
<b>2. Pre Design (.5% of total project cost)</b>								
SUBTOTAL		0	3	0	0	3	8/1/2014	10/1/2014
<b>3. Design Fees (7-10% of construction costs)</b>								
3a) Schematics (20% of design fee)		0	0	12	0	12	6/1/2016	6/1/2016
3b) Design Development (25% of design fee)		0	0	14	0	14	7/1/2016	7/1/2016
3c) Contract Documents (30% of design fee)		0	0	16	0	16	8/1/2016	8/1/2016
3d) Construction Administration (25% of design fee)		0	0	12	0	12	9/1/2016	7/1/2017
SUBTOTAL		0	0	54	0	54		
<b>4. Project Management (6-8% constr. costs)</b>								
4a) State Staff Project Management (.8% total project cost)		0	0	10	0	10	8/1/2016	6/1/2017
4b) Nonstate Construction Management (2-3% total project)		0	0	23	0	23		
4c) Commissioning (.5% of construction cost)		0	0	4	0	4		
4d) Testing/Quality Assurance (1% construction cost)		0	0	6	0	6		
SUBTOTAL		0	0	43	0	43		
<b>5. Construction Costs</b>								
5a) Site and Building Preparation		0	0	0	0	0		
5b) Demolition/Decommissioning		0	0	0	0	0		
5c) Construction (consistent with project construction total)		0	0	535	0	535	8/1/2016	6/1/2017
5d) Infrastructure/Roads/Utilities		0	0	0	0	0		
5e) Hazardous Materials Abatement		0	0	0	0	0		
5f) Construction Contingency (6-10% of construction 5c)		0	0	53	0	53		
SUBTOTAL		0	0	588	0	588		
6. Art (1% of construction or a maximum of \$100 k)		0	0	0	0	0		
SUBTOTAL		0	0	0	0	0		
<b>7. Occupancy (4-10% of construction 5c)</b>								
7a) Furniture, Fixtures and Equipment (4-8% of construction)		0	0	44	0	44	5/1/2017	6/1/2017
7b) Telecommunications - Voice & Data (1% of construction)		0	0	5	0	5		
7c) Security Equipment (1% of construction)		0	0	4	0	4		
SUBTOTAL		0	0	53	0	53		
<b>8. Inflation</b>								
8a) Mid Point of Construction (mo/yr)				1/1/2017				
8b) Multiplier (Will be calculated by system office)								
8c) Inflation Cost (Will be calculated by system office)								
9. Other (explain)		0	0	0	0	0		
GRAND TOTAL (rounded up to next \$1000)		0	3	738	0	741		



CAPITAL FUNDING SOURCES	Prior Years	FY 2014-15	FY 2016-17	FY 2018-19	TOTAL
State Funds:					
G.O. Bonds/State Bldgs	0	0	738	0	0
State Funds Subtotal	0	0	738	0	738
Agency Operating Budget Funds	0	3	0	0	3
Federal Funds	0	0	0	0	0
Local Government Funds	0	0	0	0	0
Private Funds	0	0	0	0	0
Other	0	0	0	0	0
TOTAL	0	3	738	0	741

IMPACT ON STATE OPERATING COSTS	FY2012-13	Projected Costs (Without Inflation)		
		FY 2014-15	FY 2016-17	FY2020-21
Compensation - Program and Building Operation	0	0	0	0
Other Program Related Expenses	0	0	0	0
Building Operating Expenses	0	0	0	0
Building Repair and Replacement Expenses (1%)	0	0	0	0
State Owned Lease Expenses	0	0	0	0
Non State Owned Lease Expenses/(Savings)	0	0	-15	-30
Projected Debt Service Expenses	0	0	7	14
Expenditure Subtotal	0	0	-8	-16
Revenue Offsets; attach explanation	0	0	0	0
TOTAL	0	0	-8	-16
Change from Current FY 2012-13		0	-8	0
Change in F.T.E. Personnel			0	0

PREVIOUS STATE CAPITAL APPROPRIATIONS FOR THIS PROJECT (Legal Citations)	Amount
Laws of Minnesota (year), Chapter, Section, Subdivision	0

SOURCE OF FUNDS FOR DEBT SERVICE PAYMENT	Amount	Percent of Total
General Fund	0	67%
User Financing	0	33%
STATUTORY AND OTHER REQUIREMENTS Project applicants should be aware that the following requirements will apply to their projects after adoption of the bonding bill		
MS 16B.323: Solar Energy in State Buildings.		
MS 16B.325, Sustainable Building Guidelines. (B3)		
MS 16B.326 and 16B.32 : Energy Conservation Requirements (Agency)		
MS 16B.33: State Designer Selection Board		
MS 16B.335 (Subd. 1a): Construction/Major Remodeling Review (Legislature)		
MS 16B.335 (Subd. 1b): Project Exempt From this Review (Legislature)		
MS 16B.335 (Subd. 2): Other Projects (Legislative Notification)		
(Administration Dept)		
MS 16B.335 (Subd. 4): Energy Conservation Standards		
MS 16B.335 (Subd. 5): Information Technology Review (MN.IT Services-formerly OET)		
MS 16B.35: Percent for Art		
MS 16A.633 (Subd. 4): Report on Jobs Created or Retained.		
MS 16A.641 (Subd. 9): Special accounts; appropriation		
MS 16A.695: Use Agreement Required (MMB)		
MS 16A.695: Program Funding Review Required (Agency)		

AGENCY CAPITAL BUDGET REQUEST  
Dollars in thousands (e.g. \$137,500 = \$138 thousand)

Project Name: **Library and Student Development Initiative**

CONSTRUCTION TYPE OF SPACE  List Major Type of Space (class, office, Lab, mech., etc.)	EXISTING  Gross Sq. Feet	NEW CONSTRUCTION				RENOVATION				RENEWAL			TOTAL COST (in \$000)
		Gross Sq. Feet	Cost (in \$000)	Cost Per Sq. Foot (in \$)	Gross Sq. Feet	Cost (in \$000)	Cost Per Sq. Foot (in \$)	Gross Sq. Feet	Cost (in \$000)	Cost Per Sq. Foot (in \$)	Cost (in \$000)	Cost Per Sq. Foot (in \$)	
Classroom	0	0	0	0	0	0	0	0	0	0	0	0	0
STEM	0	0	0	0	0	0	0	0	0	0	0	0	0
Nursing and Allied Health Labs	0	0	0	0	0	0	0	0	0	0	0	0	0
Industrial/Trades/Technology Labs	0	0	0	0	0	0	0	0	0	0	0	0	0
Library/LRC/IT/Media & Support Services	114,597	0	0	0	0	0	0	3,518	270	77	270	77	270
Performing Arts	0	0	0	0	0	0	0	0	0	0	0	0	0
Administration and Support	0	0	0	0	0	0	0	0	0	0	0	0	0
Student and Support Services	0	0	0	0	3,738	318	81	0	0	0	0	0	318
Student Life and Support	0	0	0	0	0	0	0	0	0	0	0	0	0
Faculty and Support	0	0	0	0	0	0	0	0	0	0	0	0	0
Food Service and Dining	0	0	0	0	0	0	0	0	0	0	0	0	0
Physical Plant	0	0	0	0	0	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0	0	0	0	0	0
Building Envelope						0			0		0		0
Building Systems						0			0		0		0
Demolition									0		0		0
TOTAL	114,597	0	0		3,738	318		3,518	270		270		588

## **6. PREDESIGN FINANCIAL INFORMATION – ONGOING OPERATING EXPENDITURES**

### **6.1. Effects on Operating budgets and Operating Staff**

Due to the nature of the remodeling project, the ongoing operating expenditures for the campus and the effects on Operating staff will be unchanged. However, the project will allow space for employees currently officed in the Perham Service Center. This will allow the leased space in Perham to be terminated which will reduce overall college operating cost by approximately \$15,000.00 annually.

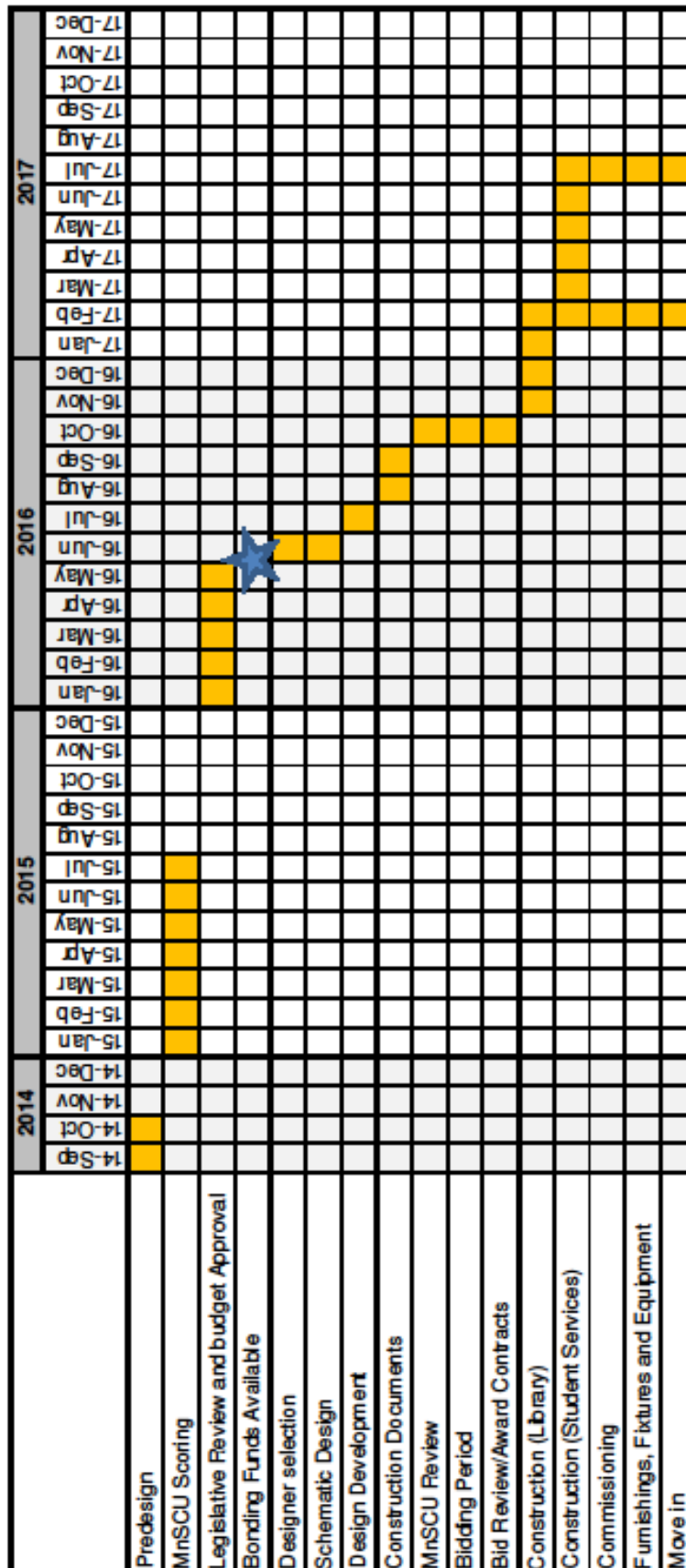
## 7. PREDESIGN PROJECT SCHEDULE

### 7.1. Project Schedule overview and phased construction

The overall project works well with a phased construction method and will have little to no impact on the day to day function of the college. Classrooms N37 and N38 which are currently off line, would be available for immediate remodeling to make way for the new library. This allows the existing library to stay in full operation until the new space is available. Once the existing library space is vacated, remodeling could begin for the new Student Services Center and offices. The existing Student Services, which is currently comingled with the administrative office, would also be able to stay in full operation with no disruption. Student Services would not be relocated until completion of the new space.

When the Student Services is relocated, there would be minimal remodeling within the administrative office area for the relocated staff from Perham.

## 7.2. Project Schedule Graphic



## **8. PREDESIGN TECHNOLOGY PLAN/BUDGET**

### **8.1. Summary of existing Information Technology Infrastructure**

The M State Technology Master Plan was developed by identifying initiatives that align with the Strategic Framework for Minnesota State Colleges and Universities and M State's 2012 – 2017 Strategic and Facilities Master Plans.

In 2011, M State hired an Instructional Design/Development Coordinator to provide consultations and professional development services designed to improve and maintain the success of faculty with the design, development and delivery of various forms of instruction for students.

ITS currently utilizes approximately 70 servers across the college for many resources, including email, file, print, bookstore POS (Point-of-Sale), backups, telephony and many more. In addition, there are over 100 wireless access points installed across the college that provide wireless connectivity.

In an effort to reduce maintenance and upgrade costs to the current voice communication systems at the college, ITS migrated the college to a new and improved voice communication system. This Cisco IP system provides a redundant call manager systems for all campuses and the Perham Service Center, including voicemail and instant messaging systems, improved 911 emergency responder systems, and a full Contact (Call) Center systems environment. All calls between the campuses and service center can be made through 4-digit dialing and are toll-free. All phones on campuses have been replaced with new Cisco phones and communications software (instant messaging, voicemail) installed on all faculty and staff computers.

M State has always been a leader in providing courses to students via traditional videoconferencing or interactive television (ITV). As a multi-campus environment, an instructor is able to be located on one campus, but the college offers the same course to all campuses via ITV. Several administrative and academic meetings are held over videoconferencing throughout the year.

All of the campuses are integrated with digital signage and have implemented a plan for installing indoor and outdoor video surveillance cameras, with recording capabilities.

### **8.2. Impact and Improvements on Current and Future Infrastructure**

It is anticipated that the project will not have significant financial or operation effects on the current technology infrastructure. However, the project provides for the replacement of obsoleted and deteriorated infrastructure.

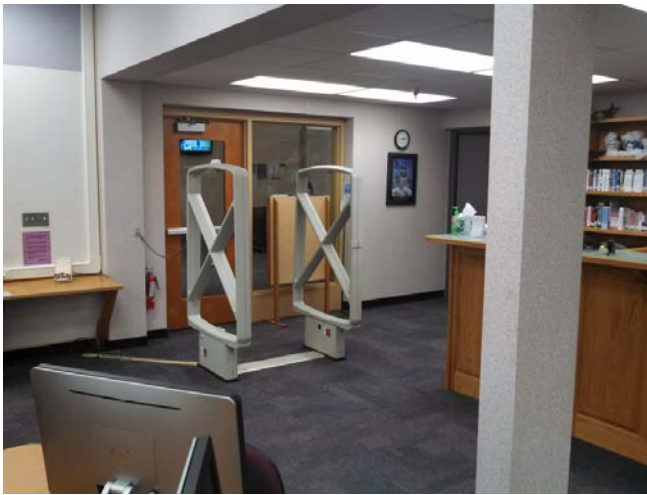
### **8.3. Information Technology Budget and Staffing**

The majority of M State technology initiatives are funded by the student technology fee. The current rate for this fee is \$10.00 per credit. The maximum allowed by any MnSCU institution is \$10.00 per credit. The Technology Fee Committee (majority are students) meets annually to discuss technology initiatives and how technology fees are used to support technology. Other sources of funding for technology initiatives come from the college general fund.

No additional IT staff is anticipated as a result of the project. To ensure that superior customer services are provided, it is necessary to maintain current staffing levels in the Information Technology Services Department with highly skilled and qualified individuals. The ITS budget include initiatives that allow for training of ITS staff on an ongoing basis to keep up with changing technology.

## 9. PREDESIGN APPENDIX

### 9.1. Photos



Existing entrance to the existing library



Existing off line classrooms N37 and N38 Where the library would be relocated to. The existing classrooms have dated wood paneling on the walls, obsolete and inadequate lighting and do not coincide with the new finishes in adjacent Commons areas.



Existing library where the new Student Services and offices would be relocated.



Existing Student Services Counter within the Administrative office.

### 9.2. Meeting minutes



**PROJECT:** MState Wadena – Student Services/Library Predesign **JOB NUMBER:** 41491  
**DATE:** August 27, 2014 **TIME:** 9:00  
**PARTIES & REMARKS:** Monty Johnson, Matt Sheppard, Pat Nordick, Bruce Hurt (MState), Shawn Anderson (Mstate Senior Dean of students), Peter Wielinski (MState Vice President of Student Development), Perry Werner (MState Librarian), Christian Breczinski (MState director of student services) Matt Malone (Bhh Partners)

#### Library/Media Center

1. Matt M. reviewed the plans were develop in 2012 with regard to the student Services and Library. Matt S. noted that the Student Services relocation and improving the library was identified as one of the top projects in the Master Facilities Plan for the college.
  - a. At the time of development, the project was be broke out in 2 phases.
    - i. Phase one – Renovate vacant classrooms and relocate the library.
    - ii. Phase two – Renovate the former library and relocate the student services functions to that area.
2. Revised the primary needs of the current student Services.
  - a. Offices and staff:
    - i. Reception. Should be the first point of contact for students entering the campus.
      1. Pam is primary contact/greeter/gatekeeper.
      2. Needs to allow for confidentiality; but still be open to the public space.
      3. Pam is on the phone a lot.
    - ii. Registrar.
      1. Needs to be the closest proximity to the Reception.
    - iii. Enrollment Manager
      1. (1) Private office.
      2. Needs access to a meeting space that can hold 4-5 people.
    - iv. Financial aid – (1) Private office
    - v. Academic Advising – (1) private office.
    - vi. Director of Student Services – (1) private office.
    - vii. ID card photos and creating the cards will be shifted to Student Services. There will need to be some space allocated for this equipment.
  - b. At least 1 conference room that can accommodate 8-10 people. This space can also double as a large group enrollment use space.
  - c. Storage for marketing materials (pens, shirts, brochures etc), displays and boxes for job fairs. This space needs to be lockable and should be in close proximity to the Enrollment Manager.
  - d. Need to have a lounge/waiting area that has an inviting type atmosphere with soft seating for visitor, and potential students.
  - e. Need a space for private (3) workstations near the front. This needs to be close to the reception to answer question and monitor.
  - f. Need a copy, scanner, printer and work space alcove. The size can be similar to the existing space.
  - g. It was suggested that there be a career services center within the student services. At this time, it would just be an unstaffed alcove within the student services common space that the reception could direct students toward.
  - h. It was noted that there should also be a space set aside for accuplacer testing.

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3. Discussed the space within student services that that was set aside to be utilized by the Vets. This space consists of a private office and additional space that can either be used as a sitting area, meeting room, or a gathering space. After some discussion, it was determined that the Vet's Center should have direct access to the Spartan Learning Center.
4. Discussed the primary functions the current library performs and the space needs in a new space.
  - a. Photo and development of ID cards. This function will become the responsibility of the Student Services department.
  - b. Computer workstations
    - i. 25 stations that need to be accommodated for in the new layout.
  - c. Testing
    - i. Need to have space for 3 to 4 people. These spaces can be single occupant booth type spaces.
    - ii. Need to be quiet
    - iii. Need to be near resource librarian overseeing the testing.
  - d. Book stack space
    - i. This can be the same as the current space.
    - ii. The collection will change, but the quantity of books will remain approximately the same.
    - iii. Reuse the existing book shelves to the greatest extent possible.
      1. Orientation is around the perimeter of the space, but the shelving could be stacked back to back to create stacks. New endcaps should be considered to keep the new library in tune with the bookstore design.
    - iv. Reuse the existing 3M book security system and relocate to new library space
      1. Keep from any metal objects; including conduits and metal studs.
  - e. Quiet study and group spaces
    - i. Incorporate as many 4-6 person study spaces as possible. These spaces are in high demand. Other Mstate campuses have these types of rooms checked out nonstop. Moorhead currently has 7 spaces, but 3 or 4 would more than likely be adequate for Wadena.
    - ii. At least (1) room for 10 students.
    - iii. Spaces should have:
      1. White boards.
      2. Mostly glass walls for monitoring
      3. Potential for TV's/monitors
      4. A single table
    - iv. Incorporate some study carrel spaces within the stack spaces. Some students prefer this method of quite study.
  - f. Circulation desk.
    - i. Needs to be close to the main entrance to the library.
    - ii. Needs to be close proximity to the testing area.
    - iii. Should have a book return incorporated into the layout.
    - iv. If the ID card station is to be a function of the library, there needs to be a space allocated for leaving the equipment set up.
    - v. Needs to have visibility to the computer stations.
    - vi. Students help with staffing the circulation desk.
    - vii. Needs to have a computer workstation
    - viii. Central printing, scanning and work space should be provided.
      1. Keep away from testing area.
      2. Open access to everyone to use.
  - g. Storage space
    - i. Similar to current storage space. Approximately a 10x12 space would be adequate.
    - ii. Having some kind of storage cabinet with water would be nice.
5. Discussed additional requirements.
  - a. Need to have a private office for Lori.
  - b. Lots of power throughout all spaces for students to plug in laptops, phones, etc.
  - c. Give the library more of a presence and visibility to students and visitors.

- d. Acoustics are a huge concern and need to be controlled throughout all areas of the library space. The existing library space has a lot of echo and mechanical noise. White noise is ok.
  - e. Food and drink are not currently allowed, but the new library space should make provisions to have this be acceptable.
  - f. There needs to be some soft seating areas incorporated into the overall layout.
  - g. There needs to be a quiet testing area that is accessible for students with disabilities.
- 6. The majority of the existing furniture will be reused to the greatest extent possible. Matt S will get in touch with Coopers Technology about additional furniture.
  - 7. It was noted that the lease on the office space in Perham will be terminating and the (6) staff from Perham will be relocated to the Wadena Campus.

cc via email:

Matt Sheppard (MState)

File

The notes shown above indicate our understanding of the issues discussed and decisions that were reached. If you have any clarifications to these notes or your interpretation of the items discussed varies from this memo, please contact our office immediately.



<b>PROJECT:</b>	MState Wadena – Student Services	<b>JOB NUMBER:</b>	41216
<b>DATE</b>	January 9, 2013	<b>TIME:</b>	10:00
<b>PARTIES &amp; REMARKS:</b>	Matt Sheppard (MState), Matt Malone (Bhh Partners)		

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### General Discussion

1. Matt noted that the primary scope of the work is still remaining the same:
  - a. Relocate the existing library. Then relocate the student services to the vacated library space from its current location amongst the business office staff.
    - i. The new library will:
      1. need to maintain (1) control point
      2. Add quiet and group study space
      3. Reduce the overall stack space
      4. Allow for library staff
    - ii. The new student services will:
      1. Need to be located for visibility to the primary entrance
      2. Need to be open to the student commons space for direct access
      3. Contain all of the Student Services functions and staff
      4. Be open and inviting and promote student/campus interaction
2. Right now the Student Services is hidden back in the business office area and is not visible or fully utilized by students. Relocating this service and consolidating the staff is the primary goal of the project. The current library space is the most viable and predominant location. Thus the reason to relocate the library. The current space used for student services will not be touched other than relocating staff to vacated offices. If there is anything done there, it will only be relocating staff and technology setup that will be completed in house.
3. More private meetings spaces are needed within the library. Matt noted that this may be a difficult sell to the current librarian, but it has been extremely successful and utilized on the other MState campuses. The current librarian is very traditional.
4. Overall project budget is at \$250,000, but may increase up to \$375,000 if needed to accomplish the needs. It was noted that funding is no longer earmarked for the project with the onset of the new MState administration. Matt noted that the project will still proceed with construction drawings and he will make the case to the new president to release the necessary funding for the project. Matt noted the potential that the project would go through construction drawings but is then put on the shelf. The project should target the original budget, but it is possible that additional funds may be made available if the scope can't be completed for the target budget. Matt noted that bhh's fee was based on a percentage of construction costs, so if the budget increases, a renegotiation of the fee will need to take place. Matt is aware of this and agrees with this approach.
5. Matt noted that he will arrange for further meetings next week with the staff of both the library and student services. Monty Johnson is the Dean. Monty and Bruce Hurt need to be part of all the meetings.
  - a. Perry Warner is the librarian
  - b. (1) additional librarian assistant
  - c. Christian ? is the Director of Student Services
  - d. (2) additional Student Services Staff
  - e. Pete Wielinski is the current college wide vice president of Student Services and has one administrative assistant. These two will be relocated to the business office spaces for sure.



6. The exact quantity of staff needed to be relocated will be determined in the additional staff meetings. Matt noted that staff are scattered throughout the campus and may want to be relocated to the administration area.
7. Discussed some of the services currently provided. The existing Student Services consists of:
  - a. Financial Aid office
  - b. Registrar
  - c. Academic Advising
  - d. Enrollment meeting space
  - e. Student Services Directors office (Currently not in the SS area).
  - f. Administrative assistant.
8. The existing library consists of:
  - a. Librarian office
  - b. Librarian assistant office
  - c. Stack space
  - d. Minimal study space.
9. Matt noted that the existing stack space is excessive and can be reduced in the new plan. Matt noted that there may be some resistance to do this from the existing librarian.
10. Discussed the project timeline. Matt noted that since the library will be located into classrooms that are currently off line, the work does not need to be completed prior to fall semester. The classrooms can be remodeled at any time.
11. The project will need to be a two phase project so that there is not down time of the library or student services.
12. Discussed mechanical and electrical systems. Mechanical systems will only be minor duct and grill relocation. There is currently an initiative submitted to overhaul the existing campus mechanical system. If that initiative is approved, the mechanical updates will be addressed at that time. Electrical and lighting will be as needed to suit the needs of the spaces and blend with the existing campus.
13. Matt noted that he would like to see the Student Services design very similar to the bookstore. It should be similar to an anchor tenant of a mall and very predominant.
14. Matt will set up meetings with the necessary staff. Matt noted that he will be the primary contact and closely monitoring the project so that the staff do not get carried away with trying to add unnecessary wants.

cc via email:

File

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<b>PROJECT:</b>	MState Wadena – Student Services	<b>JOB NUMBER:</b>	41216
<b>DATE</b>	January 18, 2013	<b>TIME:</b>	1:00
<b>PARTIES &amp; REMARKS:</b>	Monty Johnson, Matt Sheppard, Perry Werner, Lori Harper (MState), Matt Malone (Bhh Partners)		

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### Library/Media Center

1. Matt S. provided some background to the overall project and noted that the proposed change for student services has been in the works for a couple of years. The change of location is in keeping with the overall facility masterplan. The project was approved by MnSCU and funding was in place until the recent administration change.
  - a. Funding for the project is still in the general fund, but will require approval of the administration to relinquish the funds. Matt noted that funding is in place for the planning and construction documents phase of the project.
  - b. The goal of the project would be to have plans ready to bid so that construction could start at any time. The project would be broke out in 2 phases.
    - i. Phase one – Renovate vacant classrooms and relocate the library.
    - ii. Phase two – Renovate the former library and relocate the student services functions to that area.
2. Discussed the primary functions the current library performs and the space needs in a new space.
  - a. Photo and development of ID cards. This function may become the responsibility of the Student Services department.
  - b. Computer workstations
    - i. 25 stations that need to be accommodated for in the new layout.
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    - iv. Reuse the existing 3M book security system and relocate to new library space
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    - ii. At least (1) room for 10 students.
    - iii. Spaces should have:
      1. White boards.
      2. Mostly glass walls for monitoring

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- 3. Potential for TV's/monitors
- 4. A single table
- iv. Incorporate some study carrel spaces within the stack spaces. Some students prefer this method of quiet study.
- f. Circulation desk.
  - i. Needs to be close to the main entrance to the library.
  - ii. Needs to be close proximity to the testing area.
  - iii. Should have a book return incorporated into the layout.
  - iv. If the ID card station is to be a function of the library, there needs to be a space allocated for leaving the equipment set up.
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  - e. Food and drink are not currently allowed, but the new library space should make provisions to have this be acceptable.
  - f. There needs to be some soft seating areas incorporated into the overall layout.
- 4. The majority of the existing furniture will be reused to the greatest extent possible. Matt S will get in touch with Coopers Technology about additional furniture.
- 5. Overall the design of the space will want to be similar to the bookstore. Incorporate as much glass into the design as possible.

cc via email:  
 Matt Sheppard (MState)  
 File

The notes shown above indicate our understanding of the issues discussed and decisions that were reached. If you have any clarifications to these notes or your interpretation of the items discussed varies from this memo, please contact our office immediately.



<b>PROJECT:</b>	MState Wadena – Student Services	<b>JOB NUMBER:</b>	41216
<b>DATE</b>	January 18, 2013	<b>TIME:</b>	3:00
<b>PARTIES &amp; REMARKS:</b>	Monty Johnson, Matt Sheppard (MState), Christian Breczinski (MState director of student services) Matt Malone (Bhh Partners)		

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### Library/Media Center

1. Matt S. provided some background to the overall project and noted that the proposed change for student services has been in the works for a couple of years. The change of location is in keeping with the overall facility master plan. The project was approved by MnSCU and funding was in place until the recent administration change.
  - a. Funding for the project is still in the general fund, but will require approval of the administration to relinquish the funds. Matt noted that funding is in place for the planning and construction documents phase of the project.
  - b. The goal of the project would be to have plans ready to bid so that construction could start at any time. The project would be broke out in 2 phases.
    - i. Phase one – Renovate vacant classrooms and relocate the library.
    - ii. Phase two – Renovate the former library and relocate the student services functions to that area.
2. Discussed the primary needs of the current student Services.
  - a. Offices and staff:
    - i. Reception. Should be the first point of contact for students entering the campus.
      1. Pam is primary contact/greeter/gatekeeper.
      2. Needs to allow for confidentiality; but still be open to the public space.
      3. Pam is on the phone a lot.
    - ii. Registrar.
      1. Needs to be the closest proximity to the Reception.
    - iii. Enrollment Manager
      1. (1) Private office.
      2. Needs access to a meeting space that can hold 4-5 people.
    - iv. Financial aid – (1) Private office
    - v. Academic Advising – (1) private office.
    - vi. Director of Student Services – (1) private office.
  - b. At least 1 conference room that can accommodate 8-10 people. This space can also double as a large group enrollment use space.
  - c. Storage for marketing materials (pens, shirts, brochures etc), displays and boxes for job fairs. This space needs to be lockable and should be in close proximity to the Enrollment Manager.
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  - e. Need a space for private (3) workstations near the front. This needs to be close to the reception to answer question and monitor.
  - f. Need a copy, scanner, printer and work space alcove. The size can be similar to the existing space.
  - g. It was suggested that there be a career services center within the student services. At this time, it would just be an unstaffed alcove within the student services common space that the reception could direct students toward. Matt S. noted that Christian should visit the Moorhead Campus

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and review their Student Services Center. Matt S. will provide bhh with some current layouts for the Moorhead campus space.

3. Discussed adding a space within student services that can be utilized by the Vets. This space could consist of a private office and additional space that can either be used as a sitting area, meeting room, or a gathering space. Christian, Matt and Monty will explore this further.
4. Monty noted that the task of ID card photos and creating the cards will be shifted to Student Services. There will need to be some space allocated for this equipment.
5. Matt noted that bhh will begin putting together schematic designs based on the input meeting. Discussed a timeline of approximately 2 weeks for meeting with MState again. This will happen after Matt S. and Matt M. work through schematic plan options.

cc via email:

Matt Sheppard (MState)

File

The notes shown above indicate our understanding of the issues discussed and decisions that were reached. If you have any clarifications to these notes or your interpretation of the items discussed varies from this memo, please contact our office immediately.