University of Wisconsin
Stevens Point
STEVENS POINT • MARSHFIELD • WAUSAU

2021 Monitoring Report

Appendix 16. Operational Efficiencies – Program Statement for Albertson Hall Replacement

This appendix includes information and materials comprising the program statement for the replacement of Albertson Hall.

PROGRAM STATEMENT

ALBERTSON HALL REPLACEMENT
UNIVERSITY OF WISCONSIN - STEVENS POINT
STEVENS POINT, WISCONSIN

DFD PROJECT 19F3E
February 11, 2021

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PREFACE

This project originally started as the Albertson Hall Renovation project with a $62,753,000 Construction Budget and a $80,270,000 Total Project Budget. It was a comprehensive building renovation project to be included in the proposed 2021-23 Capital Budget request. The intent was to infuse the 1967 structure (and it's 1984 addition) with new life, natural light, and a coherent organizational structure. The A/E Team's design efforts from August to November of 2020 focused on these issues which culminated in a new design that met the current needs of the tenants, while instilling the flexibility to adapt to future changes. During the facade investigation, it was discovered that the exterior masonry would require completely recladding the building. This change, and its associated costs, forced a shift in thinking to create not a renovation project, but a new, replacement facility. This replacement facility was proposed to, and approved by, the Board of Regents in their December 2020 meeting.

In order to keep this project on its previous schedule, an extended Pre-Design process was pursued to right size the program, integrate new requirements and departments, and plan out the new facility. Maintaining the schedule necessitated abbreviating the typical conceptual planning efforts that would normally include initial architectural design development beyond blocking and stacking diagrams. Consequently, the conceptual design, refined massing, and detailed layout process will continue into the Preliminary Design Phase and include initial architectural exterior design development and building elevations, which were not incorporated into the extended Pre-design work.

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ACKNOWLEDGEMENTS

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PROJECT DESCRIPTION

This project demolishes the seven-story Albertson Hall and its associated raised plinth, monumental stairs, and access ramps; and constructs a replacement building on the same site to provide more flexible and efficient space and reduce the square footage needed to house the same departments and operations.

The facility design will include a structural system capable of supporting high-density book storage on the lower levels and open floor configuration options to accommodate the new Learning Commons and Student Success Center and associated support spaces. The exterior envelope and mechanical, electrical, and plumbing systems will be designed for energy efficiency and meet all building and life safety codes. The reconfigured spaces will include the creation of a new one-stop space for student services support including relocating the registrar, bursar, and financial aid offices from other locations on campus. To reduce the overall need for library square footage, mobile high-density shelf storage will be added to consolidate book stacks and reallocate space on all floors.

The project will create a new Learning Commons, Student Success Center, and a Center for Inclusive Teaching and Learning (CITL). Library collections will be more efficiently disbursed throughout the building using a combination of high-density and accessible shelving systems. The Disability and Assistive Technology Center will be appropriately located on the ground floor of the replacement facility. The existing Museum of Natural History will be moved to the Science Building, allowing its square footage to be reallocated to student services operations that will be reorganized on a single floor to create a seamless experience. The campus data center, which currently resides within the 100-year flood plain, will be relocated to another location, and a new data center will be included in the new building.

A replacement facility will resolve current building infrastructure deficiencies and failures by providing new mechanical and air distribution systems, a pre-action fire-sprinkler system with standpipes, detection wiring, alarm and sensing equipment, and fire pump and an exterior envelope with thermal barriers. because the IT department will not be a final occupant in the building the need for a large, covered loading dock has been eliminated. The eastern service drive will be reconfigured to provide for a smaller receiving area for standard deliveries. A new at-grade, ADA compliant entrance will be provided with the reconstruction of the Specht Forum, located west of Albertson Hall.

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PROJECT GOALS AND OBJECTIVES

"Through the discovery, dissemination, and application of knowledge, University of Wisconsin – Stevens Point fosters intellectual growth, provides a broad-based education, models community engagement and prepares students for success in a diverse and sustainable world."

UW – Stevens Point, Mission

UW – Stevens Point represents a student-centered learning environment set within a City and landscape that not only encourages issues of sustainability and environmentalism but prioritizes them as critical campus qualities. Schmeeckle Reserve serves as refuge for many students, and a reminder of the role of the nature in our lives. It is with this spirit that the new building and landscape will be developed.

While the primary general goal for the new Albertson Hall project is to replace an aging facility with a new, modern, significant, and safe facility. Following are some broader goals that were identified in the Pre-Design process.

Project Goals and Objectives:

1. Create a Sustainable and Healthy Building

Utilizing the *DFD Sustainability Guidelines for Capital Projects* as a guideline, we will be prioritizing this building to be a sustainable and healthy building as a matter of process. However, the design team will endeavor to exceed minimum requirements where ever possible. In stark contrast to the existing 7 story facility, the new building will encourage stair usage and a strong relationship to the outdoors through daylighting strategies. These efforts will be in a healthful place to meet, study, and work.

2. Maximize Building Flexibility and Implement Resiliency

Unlike the existing building that was a barrier to the changing notions of Library and Student Success including challenges with wayfinding, daylighting, and even building access, the new facility will embrace flexibility and resiliency. A common theme in our discussions has been prioritizing flexibility, knowing that needs and trends will change over the life of the building. Having a facility that can adapt is becoming a requirement in campus architecture. This sort of resiliency to programmatic fluctuations will be paired with a resiliency to climatic changes as well.

3. Prioritize Students and Their Learning Needs through inclusive, intentional, and coordinated program planning

Existing Student-Focused services are distributed throughout the building – making it difficult to not only find and make use of these services, but also to know that they are even in the building. Consolidating these services at the lower levels not only creates synergies to bring life to the interior spaces, but also integrates students' usage of these services into a new normal on par with studying and checking out a book. The new opportunities that will develop over time as departments look to collaborate on new offerings to students will lead to new paths of discovery for the campus at large.

4. Maximize the Use of Shared Commons Spaces between Departments and Users to Create and Support Community

To meet the individual needs of the departments as well as the growing requirements of the students, the building will create a shared system of common spaces, including reception zones, meetings rooms, and computer labs. This network will serve the daily functional needs of staff and faculty, while serving the flexible off hour needs of the student body, maximizing the daily usage. Integrating these shared components into the library and the various departments will further intertwine the building into the programmatic fabric. Shifts in program will be accommodated by changes in common spaces – all supporting the larger community of the building and the campus.

5. Develop a Physical and Visual Connection to the New Specht Forum – integrating the Site and the Building

The existing Specht Forum with its sundial graphic, sloped lawns and raised plinth at the existing building once provided a heroic posture to the campus quad. Changes to the buildings surrounding the Forum have diluted the impact it once had and derailed its variety of functions. The new landscape not only seeks to reclaim the once grand gesture, but also infuse it with the nostalgia and symbolism that has grown strong over the decades. The new Albertson Hall and Specht Forum will be integrated, significant, and symbiotic in nature, strengthening old ties and developing new ones as well.

6. Establish this as a Benchmark University Library and Resource Center for the State of Wisconsin

Libraries and Student Success Services have changed a lot over the last 50 years. Albertson Hall has served as a beacon of learning on Campus, but there is much more that can be accomplished and new trends that should be adopted. Other campuses are going through some of the same issues and are seeing the same trends. The new Albertson Hall will be a model for other campuses as a building that boldly transitions these programmatic pieces into the future.

7. Develop a Highly User-Friendly Building that services as an intellectual commons and hub for Student Success

The existing building suffers from difficult wayfinding that is tied not only to its somewhat confusing circulation patterns, but also its height and sparsely distributed elements. The new facility will look to create not only social density around these co-located elements, but also an internal logic to placement with keen attention to the vertical circulation elements for ease of use that will foster exploration and a higher building usage.

These goals and objectives have served as guideposts throughout the Pre-Design process – ensuring that the final program, the building organization, and new systems all serve these mandates in a comprehensive and wholistic way.

Essential Components & Features

During the Pre-Design phase planning meetings, the leadership has specifically noted the integration of Student Success with the Library, and that the two are intertwined. University College feels strongly that the integration of these areas into a unified whole will result in the best resource for the students of Stevens Point. A priority has been placed on the Student academic success components – Tutoring-Learning Center, Academic & Career Advising Center, Office of International Education, Disability & Assistive Technology Center, and the Library Reference Desk in particular. These departments are envisioned as an Academic Services hub of sorts, breaking down some of the barriers that students perceive and creating a more inclusive posture for the building as a whole.

Specific Goals and Priority Program Spaces

- Vibrant First Level experience, that is on grade with adjacent circulation paths.
- The Archives & Area Research Center is a component that is important to not only the campus, but the Central Wisconsin community at large as well.
- Studying habits are trending towards more collaborative arrangements – the new facility should encourage and accommodate this.

Site Goals and Objectives:

Strengthen the connection between Albertson Hall, Specht Forum, and the surrounding site.

1. Provide direct and ADA compliant circulation routes to primary building entrances.
2. Provide site amenities that promote independent and group study/ socialization and support the new building program.
3. Create open and inviting entry sequences that enhance wayfinding.

Recreate an iconic campus quad space at Specht Forum/The Sundial.

1. Provide open sight lines and welcoming space that draws people in from the street.
2. Provide site amenities that promote socialization including seating and shade.
3. Maintain space for public forum.
4. Reduce the amount of hardscape.
5. Preserve views to existing Trainer Natural Resources Building mural as a campus landmark.
6. Honor the historic use and character of Specht Forum/The Sundial.
7. Provide for flexibility of use within the site.

Provide site enhancements that identify with the UW-Stevens Point campus and work as a recruitment element.

1. Incorporate campus branding and standards in site amenities.
2. Reflect the ‘sense of place’ unique to UW-Stevens Point.
3. Integrate sustainable design practices.
4. Provide an attractive, maintainable landscape using hardy native plant species.

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PHYSICAL PLANNING ISSUES

1. Site / Existing Conditions

The description that follows is for the campus area included in the site survey for the project (see Appendix for an aerial image of the survey limits). The actual construction area contained within defined construction limits will be evaluated in Preliminary Design. The site is approximately 8.88 acres and is roughly bounded by the north end of the Natural Resources Building to the north, the east right-of-way line of Reserve Street to the east, the first set of parking stalls in Lot R to the South, and the midpoint of the Fine Arts Building to the west. It's important to note that the full boundary of the Natural Resources and Fine Arts Buildings were not included in the survey. Therefore, these buildings are not included in the area calculations.

a. Existing Land Use

The existing site land use includes approximately 2.55 acres of pervious surfaces and 6.33 acres of impervious surfaces. The pervious surfaces include turf and landscaped areas, planters, and garden beds. The impervious surfaces include vehicular pavements (roads, access drives, and parking lots) pedestrian pavements (sidewalks, walkways, stairs, and ramps), and buildings. The further breakdown of these impervious surfaces is approximately:

Pedestrian Pavement: 3.44 acres
Roads: 1.07 acres
Drives: 0.11 acres
Parking: 0.79 acres
Buildings (Albertson Hall only): 0.92 acres

b. Landholdings / Ownership / Boundaries

The final plats and certified survey maps dedicate the right-of-way for Portage and Reserve Streets to the City of Stevens Point. The remainder of the land within our project site is owned by the Board of Regents of the University of Wisconsin System.

c. Zoning / Floodplain Restrictions

The 100-year floodplain elevation is roughly 1087.4 (NAVD 88) based on FEMA records (see Appendix). The surrounding site is approximately three or more feet above the 100-year floodplain elevation. However, the lowest level of Albertson Hall is approximately one foot below the 100-year floodplain based on the information provided at the time of preliminary design.

d. Easements

Franklin Street previous ran through the project site and connected Reserve and Isadore Streets. The City of Stevens Point formally abandoned this section of Isadore Street to the Board of Regents during the Fine Arts addition in November of 2000. However, the City retained utility easements to storm, sanitary, and water mains in this former right of way. The City of Stevens Point retains ownership of the utilities within the right-of-way for Portage and Reserve Streets. UW-Stevens Point is responsible for utility connections to each of the street easements.

e. Future Acquisitions

No future acquisitions are required for the planned replacement of Albertson Hall or associated site improvements.

f. Topography / Drainage

According to the 2007 UWSP Master Plan Report:

> "UWSP is situated on the tension line between several ecological landscapes, defined as "forest transition,""central sand hills" and "central sand plains" by the Wisconsin Department of Natural Resources. Relatively flat expanses of well-drained soils are typical of these landscapes. Characteristically, the campus has little topographic relief. Soils are sandy with patches of granite substrate. Land use in the region consists of agriculture and timberland. Vegetation ranges in types from wetlands to forests to plains to grassland and prairie. UWSP is also located near both the Wisconsin River and the Plover River. The campus contains an excavated lake – Lake Joanis, and a natural waterway within its boundary – Moses Creek. Because of flooding in the early 1900s, Moses Creek was piped and connected to the city storm drainage system, which discharges into the Wisconsin River."

The project site is relatively flat with overall site drainage heading in a westerly direction. Reserve Street splits flow north towards Stanley Street and south towards Briggs Street. Portage Street drains west. The Specht Forum drains to the center of the plaza. All surrounding buildings, including Albertson Hall sheds water away from the building in all directions. The surface waters are collected and conveyed off site by the storm sewer system. See section D.2.a for a description of the existing storm sewer system.

g. Vegetation / Landscaping

1. The project site features a mature landscape of mixed perennial and shrub foundation plantings, mature deciduous and evergreen trees, and an existing extensive tray style sedum green roof. On the east side of Albertson Hall, mature Pine, Ash & Maple trees are present framing an open lawn space. The mature Ash trees line the Reserve Street sidewalk providing street edge definition, pedestrian scale, and shade. UW-Stevens Point has an ongoing Emerald Ash Borer study and treatment program on campus that should be consulted to further understand the lifespan of the existing Ash trees. In general, the existing mature trees appear to be in moderate to good health and should be considered for preservation, if possible. The south side of Albertson Hall has at-grade foundation plantings in elevated planters 4 feet above street grade that are difficult to see. There are also mature columnar Maple trees in small planting cut-outs in front of the concrete planters. These trees appear stunted and stressed with multiple trunk wounds and are in poor condition. There is an existing green roof on level 2 of Albertson Hall that is sparse and has numerous pine seedlings establishing in the growing media. The west side of Albertson Hall faces Specht Forum and features additional mixed perennial and shrub at-grade plantings around the building foundation and entry ramps. Vegetation within Specht Forum itself is primarily lawn. A large native perennial planting bed used for instruction is present on the south side of the Trainer Natural Resources Building. Additional mixed perennial and shrub at-grade plantings are found around the Noel Fine Arts building on the west side of Specht Forum. The north side of Albertson Hall has a variety of deciduous hardwood trees and at-grade foundation plantings that are in good condition.

h. Subsurface Conditions

The only information that has been provided to the project team to date related to subsurface conditions for the site is the 1984 soil boring logs. See Appendix D1h. Per the USDA soils maps, soils on the site consist of Newsom mucky loamy sand and Plainfield loamy sand (see Appendix D1h). The Newsom mucky loamy sand, hydrologic soil group A/D, is located at the northwestern corner of the site. The remaining site soils are Plainfield loamy sand, hydrologic soil group A. The soils are relatively well-draining sands. Based on the USDA soils maps there appears to be high groundwater in the northwestern corner of the site. However, additional subsurface investigation is recommended to determine the actual depth of groundwater.

i. Remediation of Hazardous Materials

No information has been provided to the team to date related to known hazardous materials on this site. According to the WDNR's Bureau for Remediation and Redevelopment Tracking System (BRRTS), there are no recorded spills at the project location. The most recent nearby spills occurred in 1993 and 1994 at 740 Reserve Street, according to BRRTS.

j. Construction Staging / Occupancy of Site During Construction

The extent of the site work associated with this project will encompass Albertson Hall, Specht Forum, and all the associated site work to support the redevelopment of these assets. The anticipated construction limits will extend north to the Trainer Natural Resources building, east to the east right-of-way line of Reserve Street, south to the northern half of Lot R, and west to the Noel Fine Arts building. The survey limits shown Appendix D1 can serve as a guide to the anticipated construction limits. It is anticipated that the construction staging will be contained within the project site and limited to west of the west right of way line of Reserve Street and north of the north right of way line of Portage Street.

Existing Albertson Hall Green Roof

2. Utilities / Infrastructure

a. Existing - Capacity and condition of existing lines and equipment (including central plants)

Water

The project site is served by a domestic water main loop that runs along Portage Street to the south, along Reserve Street to the east, between Albertson Hall and the Natural Resources Building to the north, and along Isadore Street to the west. Albertson Hall is served by a 6-inch service line that branches off the northern line of this loop. The service line runs along the west face of the building and enters the building from the west at the approximate building north-south mid-point. There are several additional active service lines within the project limits that branch off this loop to serve other facilities as well as services to site fire hydrants. According to the as-built information provided by UWSP, there is one abandon service line on the western limits of the project that used to serve the College of Professional Studies building. The water main loop that serves the project site connects to a larger water main network that serves other sites. This includes connections north and south on Reserve Street, east on Stanley, west on Portage Street, and south on Phillips Street.

There are no planned additional service lines, building capacity increases, or changes to the existing system that would create a need for increased system capacity. Therefore, a capacity analysis of the existing system was not conducted.

Sanitary Sewer

The site is primarily served by a 12-inch sanitary main that starts on the northeast end of Albertson Hall and runs west between Albertson Hall and the Trainer Natural Resources Building to Isadore Street. This 12-inch sanitary main picks up a 6-inch lateral from the north side of Albertson Hall, a 6-inch and 8-inch lateral from the south side of the Trainer Natural Resources building, and two 6-inch laterals from the north side of the Fine Arts Building. There is a separate 24-inch sanitary main that runs south along Reserve Street and a separate 18-inch sanitary main that runs west along Portage Street. There are no known direct connections from our immediate site to these two separate sanitary mains.

There are no planned additional service lines, building capacity increases, or changes to the existing system that would create a need for increased system capacity. Therefore, a capacity analysis of the existing system was not conducted.

Storm Sewer

The site is primarily served by a 24-inch storm sewer that starts on the northeast end of Albertson Hall and runs west between Albertson Hall and the Trainer Natural Resources Building towards Isadore Street. This 24-inch storm sewer serves all of Albertson Hall, the Trainer Natural Resources building, and Specht Forum via a network of storm laterals and sewers. It also serves a portion of the Noel Fine Arts building via two 6-inch laterals on the north side of the building. There is a separate 42-inch storm sewer that runs south along Reserve Street which turns and runs west along Portage Street. This 42-inch storm sewer serves Reserve Street, Lot Z, a portion of the Dreyfus University Center, Portage Street, Lot R, Phillips Street, and a portion of the Fine Arts Building. A majority of Lot R drains to an underground retention storage system located on the northern end of the parking lot, partially within our project limits, prior to entering the 42-inch storm sewer in Portage Street.

There are no planned additional service lines, building capacity increases, or changes to the existing system that would create a need for increased system capacity. Therefore, a capacity analysis of the existing system was not conducted.

b. Proposed

Water

A new 6-inch water service will be brought into the northeast side of Albertson Hall via the existing water main that runs between Albertson Hall and the Natural Resources Building immediately north of the building. The proper size of the water service line should be confirmed with the building plumbing consultant during the preliminary design phase.

It should be the intent of the preliminary design to create conditions that replicate or improve (reduce) the existing system demand. System modeling should be conducted in the event that a specific domestic water network is negatively impacted (demand added) as a result of this project. This includes any additional fire flow requirements that will add demand on the existing domestic water system.

It's important to note that the City of Stevens Point recently amended its ordinance regarding the design of large meters to include by-pass piping for meter calibration. The updated ordinance should be taken into consideration during design. The ordinance reads:

> "The applicant of the water service shall provide an opening for a water meter according to dimensions provided by the water department. The meter shall be located in a horizontal position not more than 18 inches from where the water connection or main enters the premise. A water meter shall be installed after the plumbing inspector has authorized the Director to do so. Installed meters more than 2" in size are required to have premise plumbing extended from a point immediately after the meter, inside by-pass plumbing, to the nearest exterior wall for the purpose of meter testing. The pipe size shall be approved by the Director, shall be at least 2" in size and shall be terminated through the exterior wall and shall have male 2.5" NST threaded fittings."

Sanitary Sewer

A new 6-inch sanitary lateral will be brought into the north side of the building and will connected to the existing sanitary sewer main that runs along the north side of the existing building. The exact location will need to be determined during the preliminary design process and in coordination with all existing and proposed site and building utilities. Ideally, the new sanitary lateral location can be relayed in the same location as the existing 6-inch sanitary lateral. The proper size of the sanitary later should be confirmed with the building plumbing consultant during the preliminary design phase.

It should be the intent of the preliminary design to create hydraulic sanitary sewer conditions that replicate or improve the existing system hydraulics. Hydraulic modeling should be conducted in the event that a specific sanitary sewer network is negatively impacted (flow added) as a result of this project.

Storm Sewer

New storm laterals will need to be designed and constructed to support the new building. The exact location and size for each storm lateral will need to be determined during the preliminary design process and in coordination with all existing and proposed site and building utilities. Ideally, the new storm lateral location(s) can be relayed in the same location as the existing storm laterals. To avoid the need for a hydraulic analysis, it is recommended that the new building laterals are routed and connected to the existing storm sewer main that runs along the north side of the existing building.

Additional catch basins, storm sewers, and manhole structures may need to be added to the site to promote proper site drainage for the proposed modified grading and new site features. Additional stormwater facilities will likely need to be added to the site in order to meet the DNR, DFD, UWSP, and City water quality and water quantity improvement requirements for redevelopment sites. The responsible design consultant will need to determine the applicable stormwater standards based on the how the overall proposed design plan impacts the site. The design consultant will need to determine who owns each stormwater main that will be impacted by the project. City owned stormwater mains are regulated by the City's MS4 permit, codes, and ordinances. UWSP owned mains are regulated by UWSP's MS4 permits and design standards. The DFD's sustainability stormwater guidelines set a goal of 80% Total Suspended Solids (TSS) and 40 % Total Phosphorus (TP) removal on all Tier 2 projects; which is how this project is classified. These goals exceed the Wisconsin DNR stormwater requirements for redevelopment sites and often exceed the utility owner's MS4 permit requirements. Additionally, these goals are often very difficult to incorporate into redevelopment sites without major site upgrades. The design consultant should determine the feasibility of meeting these goals early on in the design process and discuss with the project team alternative options. The utility owner's MS4 permits are typically the next most restrictive below the DFD's goals. The State of Wisconsin DNR stormwater requirements set the absolute minimum design requirements.

It should be the intent of the preliminary design to create improved hydrologic and hydraulic storm water conditions for all impacted storm sewer systems. Hydraulic modeling should be conducted in the event that a specific storm sewer network is negatively impacted (flow added) as a result of this project.

c. Maintaining Utility Services and Infrastructure During Construction

All civil utilities (water, storm, and sanitary) will remain in service for the duration of the project. Any unforeseen required outages that would impact other facilities will be coordinated with UWSP and the duration of the outage will be as short as possible.

3. Transportation / Circulation

a. Vehicular / Bicycle / Pedestrian

Albertson Hall is located at the intersection of Portage and Reserve Streets which connect to major arterials that provide direct access to UW-Stevens Point. On-street parking along Portage Street and surface parking in Lot R, directly south of Albertson Hall, provide the most direct parking for the building.

Pedestrians and bicyclists primarily travel to Albertson Hall from the north where the rest of the academic core and campus housing facilities are located. Existing sidewalks running north/south and east/west provide access to the project site from the surrounding campus and see the heaviest pedestrian traffic volumes. Stairs and accessible ramps provide direct access to the building as the main level is elevated approximately 10 feet above the adjacent street/sidewalks. The main building entrances are located at the center of the building mass, on both the east and west sides of the building. There is existing bike parking located underneath a building overhang near the east building entry that is heavily used as well as bike parking on the north side of Specht Forum that serves the adjacent buildings and Albertson Hall. There is a high volume of pedestrian traffic traveling between the east entrance of Albertson Hall and the Dreyfus University Center to the southeast. Due to the heavy volume of pedestrians and vehicles moving through the intersection of Portage and Reserve Streets, intersection enhancements should be considered to aid pedestrian circulation and safety.

b. Parking

There is no vehicle parking on the project site. On-street parking along Portage Street provides the most direct parking for the building. Parking Lot R, directly south of Albertson Hall, is a faculty and metered visitor surface parking lot that is heavily used by building occupants arriving at Albertson Hall by vehicle. An existing mid-block pedestrian crosswalk and accessible curb ramps allow for pedestrians to cross Portage Street between Lot R and Albertson Hall near the driveway entrance to Lot R. A second crosswalk and pavement enhancements should be considered to help reduce pedestrian vehicle conflicts at the intersection of the driveway entrance to Lot R and Portage Street and improve pedestrian safety. Parking Lot Z, north of the Dreyfus University Center and east of Albertson Hall, provides additional metered visitor surface parking opportunities.

c. Service / Loading / Unloading

A depressed loading zone and dock, approximately 10 feet below adjacent street elevation, parallels the east facade of Albertson Hall and provides service and delivery vehicle access to the building from Portage Street. The loading zone and dock is used by several vehicles daily including a F-350 for campus waste & recycling collection and a 30-foot box truck for FedEx, UPS, etc. deliveries. Campus fleet passenger vehicles also use the loading zone and dock for the various building programs including IT, library, and campus facilities. Vehicles currently have difficulty backing down into the loading zone from Portage Street due to the pedestrian traffic and on-street parking. Semi deliveries happen 1-2 times a year for large IT purchases. The loading zone and dock do not accommodate a semi-truck for deliveries in the depressed area. Semis park along Portage or Reserve Streets, are unloaded at street level and hand-trucked down to the loading zone and receiving area of the building.

d. Access to Site

Fire & Service vehicles access the building from adjacent Portage and Reserve Streets. The building fire department connection is located at the northeast corner of the building and fire staging is from the widened sidewalk at that location. Portage Street is the fire department aerial apparatus access for the building.
The Existing Albertson Hall building will be demolished, and a new building will be constructed in approximately the same location. During construction, the sidewalks along Portage and Reserve Streets should remain open as much as possible to allow for pedestrian circulation from adjacent campus facilities. Also, sidewalk access will need to be maintained on the north side of Albertson Hall as much as possible to allow pedestrian access to adjacent buildings. Occupant egress will need to be maintained from the Noel Fine Arts building as well as the Trainer Natural Resources building during construction of Specht Forum and the new Albertson Hall.

4. Existing Building Conditions

Existing building conditions were covered in full with the Albertson Hall Renovation - Draft Program Statement.

Existing Albertson Hall circa 1970

OCCUPANTS, USERS, AND ACTIVITIES

While the project will be fully compliant to all current codes, improve occupant health, replace and use modern building systems and infrastructure, and resolve physical issues for the building, the majority of the project's priorities are focused on improving the experience of the occupants and users within the building. This is expressed in consolidating student-focused services, clearer wayfinding throughout the facility (especially between floors), creating a user-friendly building, and increasing social density throughout.

The underlying goal for all these measures is convenient access to both academic and social support, which can lead to attracting new students, improving student academic success, as well as increasing student retention and graduation rates. As seen on other campuses across the country, providing spaces dedicated to group study and collaboration can help students complete academic tasks, interact with classmates, and feel a stronger attachment to the campus community.

1. Analysis of the Organizations and Data Collection

Primary users of Albertson Hall are the students of UWSP, with particular emphasis on students with specific academic needs. These needs include, but are not limited to, academic tutoring, academic and career advising, and student support services. Computer and technology issues can be a barrier to academic success, so providing convenient access to the university's IT (Information Technology) Service Desk is congruous with the goals of the project. The Student Services provided by the Registrar, Financial Aid, and Student Financial Services, all greatly impact each and every student on campus and influence their academic success.

One of the desired outcomes of this project is to encourage students to seek academic & financial support as well as career advice. Therefore, the target users of the project include (in order of priority):

- All UWSP Students
- Faculty and Staff
- Potential / Future Students
- Surrounding Stevens Point Community

Enrollment - Fall 2019 total enrollment for UWSP:

- Total Enrollment: 8,332
  - Undergraduate Level: 7,838
  - Graduate Level: 494
- Attendance Status:
  - Undergraduate Level:
    - Fulltime 85%
    - Part-Time 15%
  - Graduate Level:
    - Fulltime 29%
    - Part-Time 71%
- Undergraduate Age:
  - 24 years old and under 91%
  - 25 years old or older 9%
  - Unknown: 2 <0.1%

Staffing - Among the departments studied in this project, there are accommodations for approximately 128 staff positions including:

- Administrative Offices 14
- Staff Offices / Workstations 95
- Student Workstations 19

2. Occupant Activities and Functional Categories

The project team conducted a series of meetings and workshops with the Building Committee and affiliated departmental representatives to understand the ways in which each department functions (e.g. collaboration needs, frequency of student interaction, reception coverage). Occupants were also asked to complete Department Data Sheets to confirm spatial needs including number of staff, types of workstations, storage requirements, etc.

Programs analyzed for this project include:

- Academic & Career Advising Center
- Center for Inclusive Learning & Teaching
- Disability & Assistive Technology Center
- Financial Aid & Scholarships
- Information Technology
- Library
- Office of International Education
- Office of the Registrar
- Shared Common Spaces used Building Wide
- Student Financial Services
- Tutoring & Learning Center
- University College

Activities that will occur in the building:

- Advising
- Financial Concerns
- Library borrowing
- Registration
- Research
- Small group collaboration
- Socializing
- Specialized Services
- Student Support
- Studying
- Tutoring
- Use of Library Reference materials

3. Occupant Relationships, Partnerships, and Adjacencies

The primary focus of the programs in this project is to help students achieve academic success outside the formal academic teaching environment (classroom or lab) as well as address potential financial strain on student's academic success. Given this focus, there are similar functions within many of the departments that could be made stronger and more efficient through consolidation and co-location. Further, it is the desire of this project to integrate these functions in a way that simplifies and encourages student access to these programs and results in a stronger probability of academic success.

Each department has been tasked with describing their needs and how they may interact with the building-wide community. What resources they can share, what adjacencies are critical to their functioning, and how the facility at large can magnify their power. Upon analysis of these adjacencies and elements, the departments began to express four distinct subgroups: Student Academic Success, Student Services, Library Services, and Shared Common Spaces.

University College - Student Academic Success
Comprised of the Tutoring-Learning Center, Academic & Career Advising Center, Center for Inclusive Teaching & Learning, Office of International Education, Disability & Assistive Technology Center, and University College Administrative Office. These components are currently not organized in a meaningful way to one another in Albertson Hall, yet all deal with sensitive and confidential information to differing degrees. We propose co-locating these disparate components at the base of the building, fronted by a prominent, shared building landscape that significantly displays the critical student academic services in a setting of open study spaces. These services are clustered at the First Level – creating synergies between each other – and becoming an ecosystem of student academic services.

Library Services
The library is by far the largest tenant in the building and is critical to the mission of Albertson Hall and University College. It requires a facility-wide presence that enhances access to student academic services and dovetails with the Shared Common Spaces to provide critical study and collaboration zones for students. Displaying an array of critical functions the Main Circulation Desk as well as Cataloging & Acquisitions – which serve to organize and manage the library at-large. The components of the library grow as one climbs the building with critical punctuations at the Second Level – where the stacks begin – and the Third Level where the Archives reside. It is essential that the upper levels have a fluid relationship, weaving together these Library functions and providing smooth wayfinding to users.

Student Services
Comprising three separate, but related departments in the current Student Services Building – Office of the Registrar, Financial Aid & Scholarships, and Student Financial Services – the Student Service cluster will address several non-academic, but critical needs of the students. In their current location, they find some crossover in their services, often leading students through a path that touches all three. Providing a visible location that promotes their essential services will benefit the campus greatly.

Shared Common Spaces
A wide array of Shared Common Spaces – encompassing Computer Labs, Meeting Rooms, Group Study Rooms, and Open Study Areas – many of which serve dual purposes – by day they are critical infrastructure for the staff and faculty and in the off-hours convert into critical spaces for students to collaborate and learn. These Shared Common Spaces are distributed throughout the facility to provide a wide variety of room types, sizes, and tones – offering students with the types of spatial diversity that speak to their individual needs.

Information Technology
Though Information Technology's footprint will be greatly reduced in the new building, they will have a presence. The IT Service Desk will be a prominent service point, and serves as a campus wide resource for student, staff, and faculty needs. In addition, the building will house the Primary Data Center, which will be maintained by IT and their staff.

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SPACE TABULATION

1. Broad Scope Program

NEW BUILDING PROGRAM	
PROGRAM AREA	**AREA (ASF)**
UNIVERSITY COLLEGE	**65,073**
ACADEMIC & CAREER ADVISING CENTER	3,366
CENTER FOR INCLUSIVE TEACHING & LEARNING	2,140
DISABILITY & ASSISTIVE TECHNOLOGY CENTER	2,250
OFFICE OF INTERNATIONAL EDUCATION	1,628
TUTORING & LEARNING CENTER	4,648
UNIVERSITY COLLEGE	825
LIBRARY	50,217
STUDENT SERVICES	**8,905**
FINANCIAL AID & SCHOLARSHIPS	2,899
OFFICE OF THE REGISTRAR	3,179
STUDENT FINANCIAL SERVICES	2,827
INFORMATION TECHNOLOGY	**2,178**
SHARED	**39,455**
COMMON SPACE	**37,505**
SUPPORT	**1,950**
TOTAL - ASF	**115,610**
TOTAL - GSF (66.6% EFF)	**173,589**

Academic & Career Advising Center (ACAC)		NEW BUILDING PROGRAM		
Description	# of rooms	NSF/ room	NSF/ Total	Notes
Office - Director	1	120	120	
Office - Private	20	110	2200	
Office - Open Workstations	2	80	160	
Peer Advising / Interview Room	2	80	160	
Resource Library	1	240	240	
Reception Desk	0	100	0	Shared on Level
Waiting Area	0	300	0	Shared on Level
Work Room	1	100	100	
Storage	1	80	80	
Dept Subtotal	**28**		**3,060**	
Circulation factor			10	
Total Dept Assigned Area (NSF)			**3,366**	

Center for Inclusive Teaching & Learning (CITL)		NEW BUILDING PROGRAM		
Description	# of rooms	NSF/ room	NSF/ Total	Notes
Office - Director	1	120	120	
Office - Private	5	110	550	(2) Additional Offices
Office - Open Workstation	1	80	80	
Meeting Room	1	400	400	Available for Extended Hours
Technology Lab	1	300	300	Available for Extended Hours
Faculty Break-out Space	3	105	315	
Reception Desk	0	100	0	Shared on Level
Waiting Area	0	150	0	Shared on Level
Work Room	1	100	100	
Storage	1	80	80	
Dept Subtotal	**14**		**1,945**	
Circulation factor			10	
Total Dept Assigned Area (NSF)			**2,140**	

Disability & Assistive Technology Center (DATC		NEW BUILDING PROGRAM		
Description	# of rooms	NSF/ room	NSF/ Total	Notes
Office - Director	1	120	120	
Office - Private	2	110	220	
Office - Open Workstations	2	80	160	
Student Workstations	5	35	175	
Testing Room (Camera)	10	70	700	
Dragon - Dictation Room	2	70	140	
Assistive Technology Lab	1	350	350	
Reception Desk	0	100	0	Shared on Level
Waiting Area	0	150	0	Shared on Level
Work Room	1	100	100	
Storage	1	80	80	
Dept Subtotal	**25**		**2,045**	
Circulation factor			10	
Total Dept Assigned Area (NSF)			**2,250**	

Office of International Education (OIE)		NEW BUILDING PROGRAM		
Description	# of rooms	NSF/ room	NSF/ Total	Notes
Office - Director	1	120	120	
Office - Private	2	110	220	
Office - Open Workstations	3	80	240	
Peer Advising - Open	12	35	420	
Kitchenette	0	100	0	Shared on Level
Reception Desk	0	200	0	Shared on Level
Waiting Area	0	150	0	Shared on Level
Work Room	1	100	100	
Record Storage	1	300	300	Could be Shared with others
Storage	1	80	80	
Dept Subtotal	**21**		**1,480**	
Circulation factor			10	
Total Dept Assigned Area (NSF)			**1,628**	

Tutoring-Learning Center (TLC)		NEW BUILDING PROGRAM		
Description	# of rooms	NSF/ room	NSF/ Total	Notes
Office - Director	1	120	120	
Office - Staff	5	110	550	
Writing Lab Booth	7	105	735	
Writing Lab - Consultant Space	1	120	120	
Math & Science Booth	10	105	1,050	Open Layout Concept
Math & Science - Consultant Space	1	120	120	
World Language Booth	2	105	210	Open Layout Concept
Technology Tutoring Booth	4	105	420	Open Layout Concept
Group Tutoring	2	200	400	
Private Tutoring	2	120	240	
Open Office - Workstations	1	80	80	
Kitchenette	0	100	0	Shared on Level
Reception Desk	0	200	0	Shared on Level
Waiting Area	0	150	0	Shared on Level
Work Room	1	100	100	
Storage	1	80	80	
Dept Subtotal	**38**		**4,225**	
Circulation factor			**10**	
Total Dept Assigned Area (NSF)			**4,648**	

University College		NEW BUILDING PROGRAM		
Description	# of rooms	NSF/ room	NSF/ Total	Notes
Office - Dean	1	120	120	
Office - Private	2	110	220	
Office - Open Workstation	2	80	160	
Student Workstations	2	35	70	
Reception Desk	0	100	0	Shared on Level
Waiting Area	0	150	0	Shared on Level
Kitchenette	0	100	0	Shared on Level
Work Room	1	100	100	
Storage	1	80	80	
Dept Subtotal	**9**		**750**	
Circulation factor			10	
Total Dept Assigned Area (NSF)			**825**	

Library		NEW BUILDING PROGRAM		
Description	# of rooms	NSF/ room	NSF/ Total	Notes
Access Services / Interlibrary Loan				
Office - Open Workstations	4	80	320	
Work Room	1	200	200	
Storage	1	200	200	
Circulation Desk	1	600	600	
Stacks - Reserve	1	500	500	
Access Services Subtotals	**8**		**1,820**	
Reference				
Office - Director	1	120	120	
Office - Staff	6	110	660	
Reference Desk	0	540	0	Shared with Access Services
Reference Area	1	300	300	
Reference Subtotals	**8**		**960**	
Cataloguing & Acquisitions				
Office - Staff	2	110	220	
Office - Open Workstations	4	80	320	
Students Workstations	2	35	70	
Receiving	1	450	450	
Work Room	1	1,000	1,000	
Stacks - Cataloguing & Acquisitions	1	800	800	
Access Services Subtotals	**11**		**2,860**	
Archives & Area Research Center (AARC)				
Office - Staff	2	110	220	
Work Room	1	450	450	Processing / Classroom within Stacks
Storage	1	80	80	
Area Research Center (ARC)	1	600	600	Reading Room
Stacks- Archives	1	6,900	6,900	
AARC Subtotals	**6**		**8,250**	
Library Collection				
Books	1	18,000	18,000	
Oversize Books	1	700	700	
Instructional Materials	1	1,000	1,000	
Media Collection	1	300	300	
Popular Reading	1	250	250	
Government Documents	1	5,662	5,662	
Current Periodicals	1	150	150	
Bound Periodicals	1	4,600	4,600	
Microfilm	1	420	420	
Collection Subtotals	**9**		**31,082**	

Shared Library Spaces				
Main Service Point	1	400	400	Reference & Access Services
Consultation Booths	2	65	130	For Reference Consultations
Storage	1	150	150	Shared with Cataloguing & Acquisitions
AARC Subtotals	**4**		**680**	

Dept Subtotal	**42**		**45,652**	
Circulation factor			10	
Total Dept Assigned Area (NSF)			**50,217**	

Financial Aid & Scholarships			NEW BUILDING PROGRAM	
Description	**# of Room**	**NSF/Room**	**NSF/Total**	**Notes**
Financial Aid & Scholarships				
Office - Director	1	120	120	
Office - Private	10	110	1100	
Student Workstations	4	35	140	
Training Room	1	325	325	
Work Room	1	350	350	
Waiting	0	150	0	Shared on Level
Rececption	0	100	0	Shared on Level
Storage	1	600	600	
	17		**2635**	
Dept Subtotal			2635	
Circulation Factor			10%	
Total Dept Assigned Area (NSF)			2898.5	

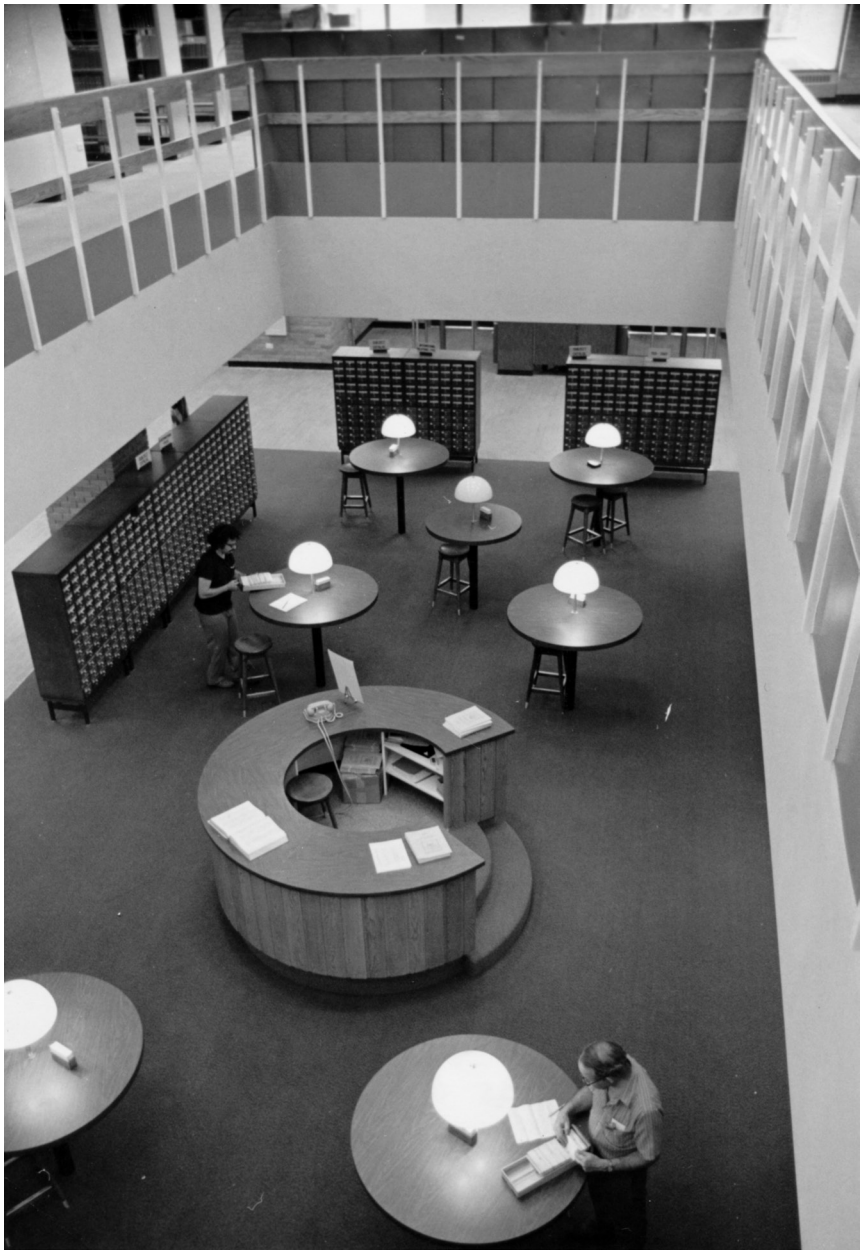
Office of the Registrar		NEW BUILDING PROGRAM		
Description	**# of Room**	**NSF/Room**	**NSF/Total**	**Notes**
Office of the Registrar				
Office - Registrar	1	120	120	
Office - Private	5	110	550	
Office - Open Workstation	5	80	400	
Student Workstations	2	35	70	
Work Room	2	250	500	
Waiting	0	150	0	Shared on Level
Rececption	0	100	0	Shared on Level
Storage	1	1250	1250	
	15		**2890**	
Dept Subtotal			2890	
Circulation Factor			10%	
Total Dept Assigned Area (NSF)			3179	

Student Financial Services		NEW BUILDING PROGRAM		
Description	**# of Room**	**NSF/Room**	**NSF/Total**	**Notes**
Student Financial Services				
Office - Bursar	1	120	120	
Office - Private	3	110	330	
Office - Open Workstation	5	80	400	
Student Workstations	2	35	70	
Cashier Windows	2	50	100	Face on to Exterior of Suite
Work Room	1	250	250	
Secure Work Room	1	350	350	
Waiting Area	0	150	0	Shared on Level
Rececption	0	100	0	Shared on Level
Storage	1	900	900	
Vault	1	50	50	Within Secure Work Room
	16		**2570**	
Dept Subtotal			2570	
Circulation Factor			10%	
Total Dept Assigned Area (NSF)			2827	

Information Technology (IT)		NEW BUILDING PROGRAM		
Description	# of rooms	NSF/ room	NSF/ Total	Notes
Service Desk				
Private Office - Staff	3	110	330	
Open Office - Workstations	3	80	240	
Student Workstations	6	35	210	
Work Area	1	200	200	
Equipment Storage	1	200	200	
Waiting Area / Reception	0	150	0	Shared on Level
Service Desk Subtotals	**14**		**1,180**	
Data Center - Primary				
Data Center	1	800	800	
Data Center Subtotals	**1**		**800**	
Dept Subtotal	**15**		**1,980**	
Circulation factor			10	
Total Dept Assigned Area (NSF)			**2,178**	

Shared Common Space		NEW BUILDING PROGRAM		
Description	# of Rooms	NSF/ room	NSF/ Total	Notes
Conference Room				
Meeting Room - Small	4	200	800	
Meeting Room - Medium	6	400	2,400	
Meeting Room - Large	2	800	1,600	
Conference Room Subtotals	**12**		**4,800**	
Computer Lab				
Open Computer Pods	10	120	1,200	
General Access Computer Lab	1	2,100	2,100	
Computer Lab Subtotals	**11**		**3,300**	
Instructional - Library				
Computer Instructional Space	2	1,200	2,400	
Instructional Subtotals	**2**		**2,400**	
Study Space - Library				
Small Group Study Room	25	180	4,500	
Large Group Study Room	5	300	1,500	
Open Study	600	30	18,000	Accommodates 600 seats
Study Space Subtotals	**630**		**24,000**	
Vending				
Vending Area	1	200	200	(6) Machines
Staff / Faculty Space Subtotals	**1**		**200**	
Staff / Faculty / Student Space				
Shared Break Room	2	500	1,000	w/ Kitchen
Kitchenettes	1	50	50	
Adult Changing Station	1	75	75	Ground / First Level
Staff / Faculty Space Subtotals	**4**		**1,125**	
Shared Reception / Waiting Areas				
Waiting / Lounge / Porch	80	15	1,200	Waiting for 80 students
Reception Desks	6	80	480	Open Reception Areas for 6 staff
Staff / Faculty Space Subtotals	**86**		**1,680**	
Dept Subtotal	**655**		**37,505**	
Circulation factor			0	
Total Dept Assigned Area (NSF)			**37,505**	

Support		NEW BUILDING PROGRAM		
Description	# of rooms	NSF/ room	NSF/ Total	Notes
Facilities Service Shop	1	450	450	
Building Storage	5	200	1,000	
Cell Tower Rooms	2	250	500	
Dept Subtotal	**8**		**1,950**	
Circulation factor			0	
Total Dept Assigned Area (NSF)			**1,950**	



Existing Alberston Hall First floor Reference desk circa 1970

2. Department Data Sheets

DEPARTMENT DATA SHEETS

DEPARTMENT/ ORGANIZATION: Academic & Career Advising Center (ACAC)

1. Please briefly describe your functional area.

Mission: The ACAC provides comprehensive major exploration and career development services for students and alumni to inspire long-term success. Our Academic Advisers and Career Specialists assist students in developing educational and career plans to discover who they are, where they are going, and how to locate and navigate relevant experiences leading to a fulfilling career path

Location: Albertson Hall, third floor

Responsibilities: Provides academic and career advising to all UWSP students, meet and work with students to help them discover the right educational path, transition to college, and choose a major and classes that take them positive steps towards their goals. The Career Specialists work with students on building their resume, networking with employers, professional communications and interviewing and job search skills.

2. Which adjacencies would your department benefit from?

   Critical Adjacencies: Shared Common Space – Instructional/Meeting, Disability & Assistive Technology Center

   Desirable Adjacencies: Shared Common Space – Study, Shared Common Space – Computer Lab

3. What audio visual needs does your space require?

   No special needs discussed

4. What mechanical, electrical, and/or plumbing needs does your space require?

   No special needs discussed

5. Are there and special security needs for your space?

   No special needs discussed

6. Please fill in the table below to help us understand the current staff and configuration of your office space. Account for all Staff (full time and part time) and all spaces that your department currently occupies:

Space	How Many	Description
Reception	1	
Waiting	1	
Private Offices	21	
Workstations	2	
Conference/ Meeting		
Work / Print Room	1	
Storage	1	
Other	2 1	Interview/Meeting Rooms Resource Area

7. What else should we know about your department, your space, or the Albertson Hall in general?

Our office, during non-COVID times has a lot of student traffic. Well over 3000 students walk through our doors, and many of them return for multiple appointments. Our advising model takes a very student-centered, intentional approach with students, the key being the opportunity for the adviser to build and strong, ongoing working relationship with their advisees. Having a space where students feel comfortable sharing with their adviser is really a significant key to the advising program's success.

DEPARTMENT DATA SHEETS

DEPARTMENT/ ORGANIZATION: Center for Inclusive Learning & Teaching (CITL)

1. Please briefly describe your functional area.

Mission: The Center for Inclusive Teaching and Learning (CITL) is devoted to providing opportunities for professional and personal growth of the teaching and learning community by supporting pedagogy, instructional technology, and instructional design for all modes of instruction and has, as the central tenet of its mission, the goal of fostering a dynamic campus committed to student learning within a culture of inclusivity and diversity

Location: Albertson Hall, 4th Floor, Central Suite

Responsibilities: Provide comprehensive professional development to all faculty and staff at UWSP with a focus on inclusivity, teaching, and learning. We do this through the provision of workshops, trainings, and events, and through individual consultations.

2. Which adjacencies would your department benefit from?

   Critical Adjacencies: None

   Desirable Adjacencies: Shared Common Space – Instructional / Meeting

3. What audio visual needs does your space require?

   No special needs discussed

4. What mechanical, electrical, and/or plumbing needs does your space require?

   No special needs discussed

5. Are there and special security needs for your space?

   No special needs discussed

6. Please fill in the table below to help us understand the current staff and configuration of your office space. Account for all Staff (full time and part time) and all spaces that your department currently occupies:

Space	How Many	Description
Reception	1	Used for Programming as well as larger meetings
Waiting	1	
Private Offices	6	
Workstations	1	
Conference/ Meeting	1	Smaller meeting room with larger screen, available for extended hours
Work / Print Room	1	Faculty Tech Room
Storage	1	
Other	1 3	Technology Lab Faculty Break Out Spaces

7. What else should we know about your department, your space, or the Albertson Hall in general?

We really want/need our space to be a warm, welcoming, comfortable, confidential, and inviting resource for faculty and staff. This is critical to our mission.

DEPARTMENT DATA SHEETS

DEPARTMENT/ ORGANIZATION: Disability and Assistive Technology Center (DATC)

1. Please briefly describe your functional area.

Mission: The Disability and Assistive Technology Center's (DATC) mission is to ensure that students with disabilities are provided equal access and accommodations appropriate to their disabilities in all UW-Stevens Point programs and academic pursuits. Academic accommodations help students focus on their abilities and capabilities, not highlight their disabilities. This mission is supported by Section 504 of the Rehabilitation Act, the Americans with Disabilities Act (ADA), and more recently, the ADA Amendments Act (ADAAA) of 2008, and UW-System Regent Policy Document 14-10: Nondiscrimination on Basis of Disability.

Location: Albertson Hall, 6th floor

Responsibilities: Determine eligibility for academic accommodations for qualified students with disabilities; administer accommodations for exams/quizzes; provide access to hardware/ software that supports students with disabilities

2. Which adjacencies would your department benefit from?

   Critical Adjacencies: Shared Common Space – Instructional/Meeting

   Desirable Adjacencies: Shared Common Space – Study, Shared Common Space – Computer Lab

3. What audio visual needs does your space require?

   No special needs discussed

4. What mechanical, electrical, and/or plumbing needs does your space require?

   No special needs discussed

5. Are there and special security needs for your space?

   No special needs discussed

6. Please fill in the table below to help us understand the current staff and configuration of your office space. Account for all Staff (full time and part time) and all spaces that your department currently occupies:

Space	How Many	Description
Reception	1	
Waiting	1	
Private Offices	3	
Workstations	5 2	Student Workstations Staff Workstations
Conference/ Meeting		
Work / Print Room	1	
Storage	1	
Other	1 10 2	Assistive Technology Lab Testing Room (Camera) Dragon Dictation Room

7. What else should we know about your department, your space, or the Albertson Hall in general?

It is important to have rooms/spaces to administer exams with accommodations that we have sole control over. In Fall '19 we proctored over 900 exams. If faculty embrace online exams it is possible we will administer fewer but we will need a core of spaces that we can ensure are controlled for noise and available for individual and group proctoring. Flexibility also helps us meet late requests, which is a thing we deal with. We also require a space for software/hardware training and demonstration separate from a reception area. We would also value adjacencies to other service departments to ease referrals and foster closer collaboration with our colleagues.

DEPARTMENT DATA SHEETS

DEPARTMENT/ ORGANIZATION: Office of International Education (OIE)

1. Please briefly describe your functional area.

Mission: International Student & Scholar Services (ISSS) assists international students to be productive and contributing members of the University of Wisconsin-Stevens Point community while encouraging campus and community utilization of the vast cultural resource embodied in the university's international student population. To these ends, we strive for excellence in providing international students and visiting scholars with immigration services, advising, and campus & community programming

Location: Albertson Hall 503, Dreyfus University Center 203

Responsibilities: Individual and group advising, frequent "seminar" gatherings, confidential meetings with students, student organization meetings, hosting international guests (parents, institutional partners, etc.)

2. What adjacencies would your department benefit from?

   Critical Adjacencies: Shared Common Space – Instructional/Meeting

   Desired Adjacencies: Shared Common Space – Study, Shared Common Space – Computer Lab, Disability & Assistive Technology Center

3. What audio visual needs does your space require?

   No special needs discussed

4. What mechanical, electrical, and/or plumbing needs does your space require?

   No special needs discussed

5. Are there and special security needs for your space?

   No special needs discussed

6. Please fill in the table below to help us understand the current staff and configuration of your office space. Account for all Staff (full time and part time) and all spaces that your department currently occupies:

Space	How Many	Description
Reception	1	Shared on Level
Waiting	1	Shared on Level
Private Offices	3	
Workstations	3 12	Staff Workstations Student Workstations – Peer Advising
Conference/ Meeting		
Work / Print Room	1	
Storage	1 1	Record Storage Other Storage
Other		

7. What else should we know about your department, your space, or the Albertson Hall in general?

Our vision is to have a resource/reading/public meeting area as visitors enter with offices behind. This is the opposite of our current ALB office's orientation. We do very much appreciate our large windows and the natural light they offer during our long winters. The unit's public space should be open, visible, and welcoming to passers-by (akin to current DUC location). A 4-seat "media wall" in the director's office would be a welcome enhancement (e.g. https://www.pinterest.com/pin/398920479463867966/). Just for fun: OIE Director has a growing collection of air sickness bags (happily, unused) and has long mused on a means to display them.

DEPARTMENT DATA SHEETS

DEPARTMENT/ ORGANIZATION: Tutoring & Learning Center (TLC)

1. Please briefly describe your functional area.

Mission: The UW-Stevens Point Tutoring-Learning Center's (TLC) mission is to offer services, programming, and courses that promote student success in a collaborative and inclusive environment. Peer-to-peer interactions, supported by UWSP faculty and staff, center on the growth and development of the learner and the peer educator. The ultimate goal of the TLC is to empower students as they develop resiliency and successful habits in their fields of study and beyond.

Location: Albertson Hall 018

Responsibilities: Tutoring, mentoring, educating, academic coaching, supervising student staff

2. What adjacencies would your department benefit from?

   Critical Adjacencies: Shared Community Space – Instructional / Meeting, Disability & Assistive Technology Center, Office of International Education, Academic & Career Advising Center

   Desired Adjacencies: Shared Common Space – Study, Shared Common Space – Computer Lab, IT Help Desk, Library - Reference, Library – Access Services

3. What audio visual needs does your space require?

   No special needs discussed

4. What mechanical, electrical, and/or plumbing needs does your space require?

   No special needs discussed

5. Are there and special security needs for your space?

   No special needs discussed

6. Please fill in the table below to help us understand the current staff and configuration of your office space. Account for all Staff (full time and part time) and all spaces that your department currently occupies:

Space	How Many	Description
Reception	1	
Waiting	1	
Private Offices	6	
Workstations	1	
Conference/ Meeting		
Work / Print Room	1	
Storage	1	
Other	7 1 10 1 2 4 2 2	Writing Lab Booth Writing Lab Consultant Space Math and Science Booth Math and Science Consultant Space World Language Booth Technology Tutoring Booth Group Tutoring Private Tutoring

7. What else should we know about your department, your space, or the Albertson Hall in general?

With some students, tutoring still has a stigma. This is often a challenge that we need to overcome to reach the students who can most benefit from our services. The more that we are central, inviting, and in the thick of where students are studying, the better. If students were studying and looked up to see the drop-in space where they could receive chemistry assistance or get their paper reviewed, they would be more likely to walk over and enhance their learning through the academic engagement opportunities that are available in the space. I would not be opposed to having a lot of glass (perhaps with a frosted center panel) walls so that students could see that the space is full of their peers. Also, we are a large student employer (approximately 150 students employed each year). We also have between 20,000 and 27,000 student “visits” per year. Hence, we would be a distraction to other centers that need privacy or quiet.

DEPARTMENT DATA SHEETS

DEPARTMENT/ ORGANIZATION: University College Administration

1. Please briefly describe your functional area.

Mission: To provide support to the University College departments and be a key partner with the other University departments

Location: Albertson Hall, Suite 206

Responsibilities: Administrative support to the University College departments

2. What adjacencies would your department benefit from?

   Critical Adjacencies: None

   Desired Adjacencies: None

3. What audio visual needs does your space require?

   No special needs discussed

4. What mechanical, electrical, and/or plumbing needs does your space require?

   No special needs discussed

5. Are there and special security needs for your space?

   No special needs discussed

6. Please fill in the table below to help us understand the current staff and configuration of your office space. Account for all Staff (full time and part time) and all spaces that your department currently occupies:

Space	How Many	Description
Reception	1	
Waiting	1	
Private Offices	3	
Workstations	2 2	Staff Workstations Student Workstations
Conference/ Meeting		
Work / Print Room	1	
Storage	1	
Other		

7. What else should we know about your department, your space, or the Albertson Hall in general?

DEPARTMENT DATA SHEETS

DEPARTMENT/ ORGANIZATION: Library

1. Please briefly describe your functional area.

Mission: The University of Wisconsin-Stevens Point (UWSP) Libraries are an innovative partner in the learning community and an active participant in promoting the university's goals of teaching, learning, scholarship and community outreach. The Libraries provide quality academic services and resources that foster intellectual curiosity, promote critical inquiry and encourage awareness of an increasingly diverse and global environment.

Location: Albertson Hall – Basement through 6th floor

Responsibilities: Connect our users to print and electronic informational resources; foster information literacy via our reference and instruction programs; provide welcoming and inclusive spaces that meet a variety of social/collaborative/individual study needs; preserve and provide access to records of indefinite retention of UWSP, Portage County Historical Society, and Wisconsin Historical Society.

2. What adjacencies would your department benefit from?

   Critical Adjacencies: Loading (Cataloguing & Acquisitions), Library – Reference (Access Services)

   Desirable Adjacencies: Shared Common Space – Instructional / Meeting (Archives/Research), Shared Common Space – Study (Reference, Archives / Research, Collection), Shared Common Space – Computer Lab (Archives/Research), IT Help Desk (Reference, Cataloguing & Acquisitions)

3. What audio visual needs does your space require?

   No special needs discussed

4. What mechanical, electrical, and/or plumbing needs does your space require?

   No special needs discussed

5. Are there and special security needs for your space?

   No special needs discussed

6. Please fill in the table below to help us understand the current staff and configuration of your office space. Account for all Staff (full time and part time) and all spaces that your department currently occupies:

Space	How Many	Description
Reception	1	Circulation Desk
Waiting		
Private Offices	11	
Workstations	8 2	Staff workstations Student workstations
Conference/ Meeting		
Work / Print Room	3	
Storage	3	
Other	1 2 1 1 2 1 1 1 1 1 1 1 1 1	Receiving Stacks Reference Area Main Service Point Consultation Booths Books Oversize Books Instructional Materials Media Collection Popular Reading Government Documents Current Periodicals Bound Periodicals Microfilm

7. What else should we know about your department, your space, or the Albertson Hall in general?

Need functional bathrooms in the basement. Need larger restrooms on the main floor. All Gender bathrooms need to be more accessible (currently only located in the basement).

The primary focus of Archives is preservation, the secondary focus is collection access. To these ends, our collections ought to be stored in a secure vault area with its own HVAC system for proper temperature and humidity control. This area should be accessible from a main lobby/ check-in area. A separate reading room for researchers should also be accessible from this lobby area, as well as classroom space for archival instruction.

It is important to remember that we are an open study space for students. The main areas of each floor should remain open in the evenings and weekends for student use.

It would be great to open and use discrete parts of the building, to reduce burdens on staffing and securing our collections. A large securable computer lab with a separate entrance and a locked lobby with seating and vending machines that can remain open with minimal supervision would meet the most urgent needs of students con campus during times like late nights or odd weekends without putting library collections at undue risk. Similarly, a large meeting area for staff trainings or other gatherings that could be accessed on days or times when the rest of the building is closed would allow our many units more autonomy and fuller use of their campus home.

The large number of individual study rooms on our 4th floor are an unnecessary pain. A selection of flexible-use rooms for conferencing, meeting, and project work/presentation rehearsal could be loaned for specific needs, and group study could easily be facilitated with small open computer labs and alcoves or “cozy’ open table areas to the side or in lounge areas between the stacks where we currently have offices Something like a “reading room” for silent study may also help fill this need. Quiet/conversational space is needed but shouldn’t require checkout of a locked room and equipment. Open computer pods/labs and spaced table areas integrated into each floor would make our spaces more welcoming and comfortable and alleviate the complex and restrictive rules around the current use of our collaborative spaces.

Existing Alberston Hall Second Floor Periodicals & Open Study Space

DEPARTMENT DATA SHEETS

DEPARTMENT/ ORGANIZATION: Financial Aid and Scholarships

1. Please briefly describe your functional area.

Mission: To increase opportunities for student access to and success in higher education by helping students and their families seek, obtain, and make the best use of all financial resources in order to make their education more affordable.

Location: Student Services Center, 103 and 105

Responsibilities: Administer federal, state, private and institutional financial aid to students. One-on-one confidential appointments with students and their families. Processes FAFSA applications, collects IRS tax documents, awards financial aid, disburses funds, reconciles accounts, monitors Satisfactory Academic Progress (SAP) and processes SAP appeals, processes withdrawals and financial aid appeals, etc. We assist with recruitment and retention efforts by providing training and presentations on and off campus. Provides financial literacy and counseling to students.

2. Which adjacencies would your department benefit from?

   Critical Adjacencies: Financial Services

   Desirable Adjacencies: Registrar's Office

3. What audio visual needs does your space require?

   No special needs discussed

4. What mechanical, electrical, and/or plumbing needs does your space require?

   No special needs discussed

5. Are there and special security needs for your space?

   Need a more secure location then current space

6. Please fill in the table below to help us understand the current staff and configuration of your office space. Account for all Staff (full time and part time) and all spaces that your department currently occupies:

Space	How Many	Description
Reception	1	
Waiting	1	
Private Offices	11	
Workstations	4	Student Workstations
Conference/ Meeting	1	
Work / Print Room	1	
Storage	1	
Other	1	Training room

7. What else should we know about your department, your space, or the Albertson Hall in general?

Having natural light and windows in our offices is a big plus. Our staff meet regularly with students and their families, most of which are confidential and sensitive. At times, students and their families raise their voices, cry, etc. due their frustrations. In addition to advising students and their families, we have a very high volume of processing that goes on. We receive more than 12,000 FAFSA applications annually and process more than 20,000 original and revised financial aid offers each year. This does not include SAP, administering and reconciling $80 million dollars, financial aid appeals, grant and loan adjustments, etc. Therefore, the ability to concentrate to reduce any errors in our work (that can lead to audit findings and very large fines) is necessary. The ability to close the door or have quiet in a very busy environment is often needed. We have also been tasked to develop a more robust financial awareness program. We don't know exactly what this will look like yet, but we definitely need a nice space where folks can gather, plan and even possibly hold training sessions. Also, we have visitors from elementary and middle schools on occasion that we do fun quick games with. Most often, this takes place outside our office in the lobby. At times, we have long lines. Approximately 86% of our student population receives financial aid. I do not think we should be off of the beaten path. We also serve our prospective students, so having a nice area that can be easily found is important. Students need easy access to us and we do not want to add any further frustration or stress on them.

DEPARTMENT DATA SHEETS

DEPARTMENT/ ORGANIZATION: Office of the Registrar

1. Please briefly describe your functional area.

Mission: The Office of the Registrar serves the students, faculty and staff of the University of Wisconsin-Stevens Point by performing a wide range of functions related to student records management and academic policy administration. Our primary mission is to uphold the academic policies of the university and to securely maintain the academic records of our students

Location: Student Services Center

Responsibilities: Provides academic room scheduling, graduation and diploma services, new student orientation, registration services, student record management, timetable of course offerings, transcript services, veteran benefits/ certification, final exam scheduling, enrollment reporting, enrollment and degree verification, degree audits, curriculum management, and certifying NCAA DIII athletic eligibility.

2. Which adjacencies would your department benefit from?

   Critical Adjacencies: Financial Aid and Student Financials

   Desirable Adjacencies: None

3. What audio visual needs does your space require?

   No special needs discussed

4. What mechanical, electrical, and/or plumbing needs does your space require?

   No special needs discussed

5. Are there and special security needs for your space?

   Separate staff entry

6. Please fill in the table below to help us understand the current staff and configuration of your office space. Account for all Staff (full time and part time) and all spaces that your department currently occupies:

Space	How Many	Description
Reception	1	
Waiting	1	
Private Offices	6	
Workstations	5	
Conference/ Meeting	1	
Work / Print Room	1	
Storage	1	
Other		

7. What else should we know about your department, your space, or the Albertson Hall in general?

We have 10 full time staff and 1-3 students in our office. We work very closely with Student Financials and Financial Aid staff and need to stay in close proximity to those offices for student and staff benefit. Need ADA compliant entrance. We need a separate staff entrance for safety and security.

DEPARTMENT DATA SHEETS

DEPARTMENT/ ORGANIZATION: Student Financial Services

1. Please briefly describe your functional area.

Mission: Our mission is to serve UW-Stevens Point in an efficient, timely, and customer oriented manner by responding to all inquiries and requests with courtesy, accuracy, and prompt service. Student Financial Services strives to make customer service a top priority in all interactions.

Location: Student Services Center, 003

Responsibilities: Billing: Apply charges, credits and waivers to student accounts. Process refunds. Assign students to Third Party contracts and ECCP and Concur programs. Assign students to WI Dept of Rev-State Debt Collections. Work with Perkins Loans. Answer calls and emails related to student billing accounts. Cashiering: Collection, posting and depositing of all funds received campus wide.

2. Which adjacencies would your department benefit from?

   Critical Adjacencies: Financial Aid and Registration

   Desirable Adjacencies: Residence Halls

3. What audio visual needs does your space require?

   No special needs discussed

4. What mechanical, electrical, and/or plumbing needs does your space require?

   No special needs discussed

5. Are there and special security needs for your space?

   Secure space for handling cash

6. Please fill in the table below to help us understand the current staff and configuration of your office space. Account for all Staff (full time and part time) and all spaces that your department currently occupies:

Space	How Many	Description
Reception	1	
Waiting	1	
Private Offices	4	
Workstations	5 2	Staff Workstations Student Workstations
Conference/ Meeting	1	
Work / Print Room	1 1	Secure Work Room Standard Work Room
Storage	1	
Other	2 1	Cashier Windows Vault, located within secure work room

7. What else should we know about your department, your space, or the Albertson Hall in general?

Bursar office will require a secure space for cash handling and storage. We currently have a secure room with alarm system, which has a vault in the back of the room. Vault has a safe within. Vault/safe room could be reduced to half the current size. Space for cash handling has to be large enough to house a coin sorter & cash counter.

DEPARTMENT DATA SHEETS

DEPARTMENT/ ORGANIZATION: Information Technology

1. Please briefly describe your functional area.

Mission: Provide the highest quality technology-based services in a cost-effective manner, be a leader in customer service, and establish services, systems, and solutions based on best practices and industry standards. Our vision is to help students, faculty, and staff transform the way they learn, teach, and work through their use of technology. Our desire is that all members of the university community will be able to use technology to achieve their goals without assistance, whenever and wherever they wish.

Location: Albertson Hall, Basement and First Floor; Student Services Building, Basement.

Responsibilities: IT provides service and support for all institutional efforts regarding technology, software, and computing. We also receive and process all technology related procurements. This list is rather long…

2. What adjacencies would your department benefit from?

   Critical Adjacencies: Loading

   Desired Adjacencies: Shared Common Space – Computer Lab (Help Desk)

3. What audio visual needs does your space require?

   No special needs discussed

4. What mechanical, electrical, and/or plumbing needs does your space require?

   No special needs discussed

5. Are there and special security needs for your space?

   No special needs discussed

6. Please fill in the table below to help us understand the current staff and configuration of your office space. Account for all Staff (full time and part time) and all spaces that your department currently occupies:

Space	How Many	Description
Reception	0	
Waiting	0	
Private Offices	3	
Workstations	3 6	Staff/Semi Private Offices Student Workstations
Conference/ Meeting	0	
Work / Print Room	1	
Storage	1	
Other	1	Data Center

7. What else should we know about your department, your space, or the Albertson Hall in general?

The Albertson Data center is high on our list to plan out but is not included in the information above. Generally, we have been happy with the space except that it is located below grade in a flood plain and we are anxious to address this. We do not need as much space as our current location, though.

DEPARTMENT DATA SHEETS

DEPARTMENT/ ORGANIZATION: Common Space

1. Please briefly describe your functional area.

Mission: Serve the need for students, the college, and the university for a variety of spaces to work, collaborate, and learn.

Location: Throughout Albertson Hall, but concentrated on the ground, first, second, and third floors.

Responsibilities: None

2. Which adjacencies would your department benefit from?

   Critical Adjacencies: None

   Desirable Adjacencies: None

3. What audio visual needs does your space require?

   No special needs discussed

4. What mechanical, electrical, and/or plumbing needs does your space require?

   No special needs discussed

5. Are there and special security needs for your space?

   No special needs discussed

6. Please fill in the table below to help us understand the current staff and configuration of your office space. Account for all Staff (full time and part time) and all spaces that your department currently occupies:

Space	How Many	Description
Conference/ Meeting	1 2 1	Small Medium Large
Computer Lab	1 4	General Access Computer Pods
Instructional Library	1	Computer Instructional Space
Study Space- Library	17 6 1	Small Group Study, 180 sf/each Large Group Study, 300 sf/each Open Study, accommodates 600 seats
Vending/Event Space		
Staff/Faculty/ Student Space	2 1	Shared Breakroom Kitchenette
Shared/Reception Waiting Areas		
Other		

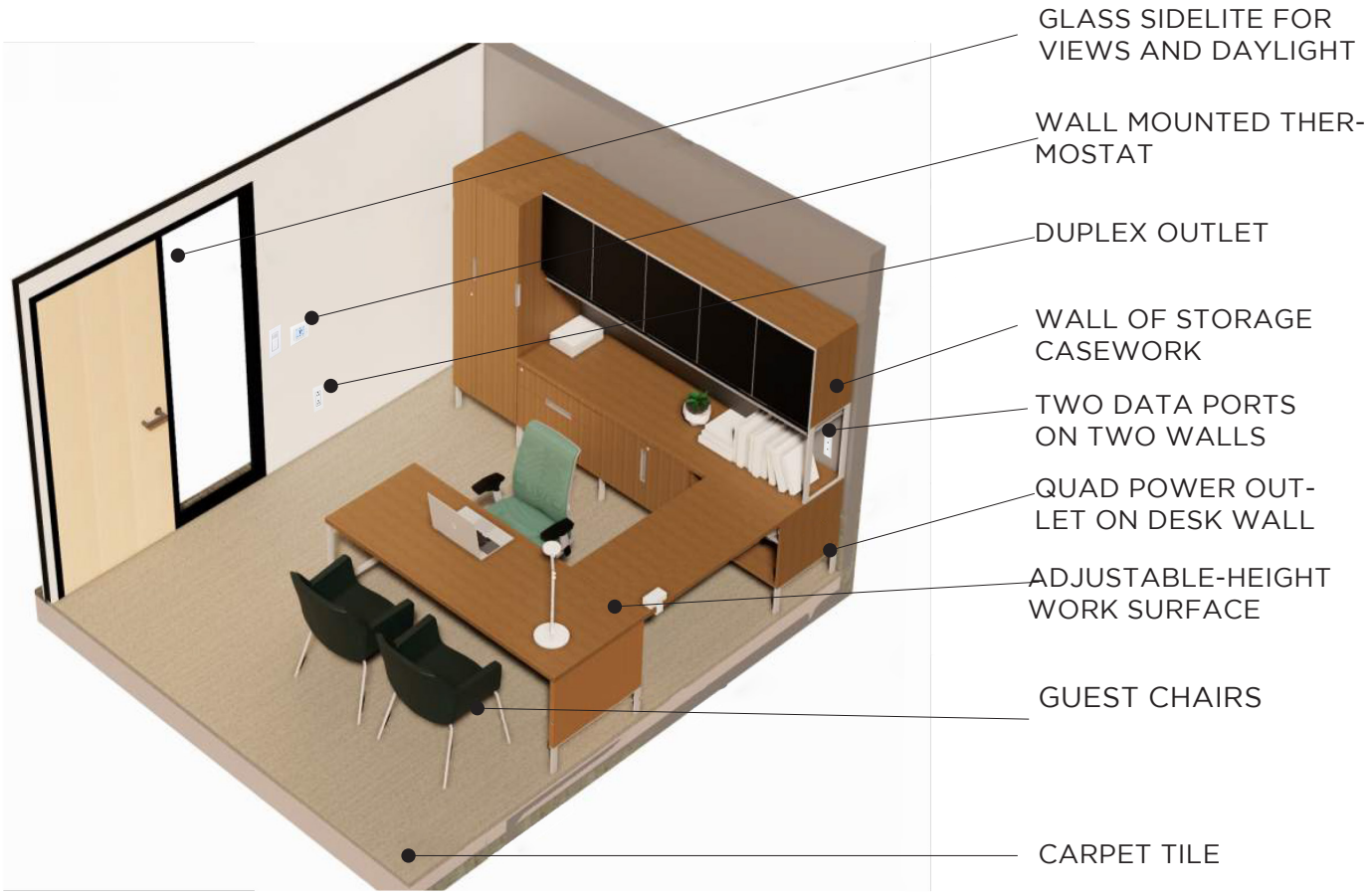
7. What else should we know about your department, your space, or the Albertson Hall in general?

There are needs for multiple kids of flexible spaces in the building. Specifically, there need to be social spaces, meeting spaces, and quiet spaces for individuals. Spaces should be flexible both in the short term and long term so that needs can be met. All spaces should be welcoming and inclusive throughout the building, especially as patrons move through the upper floors. Students and other users of the building should feel empowered to use the spaces they encounter.

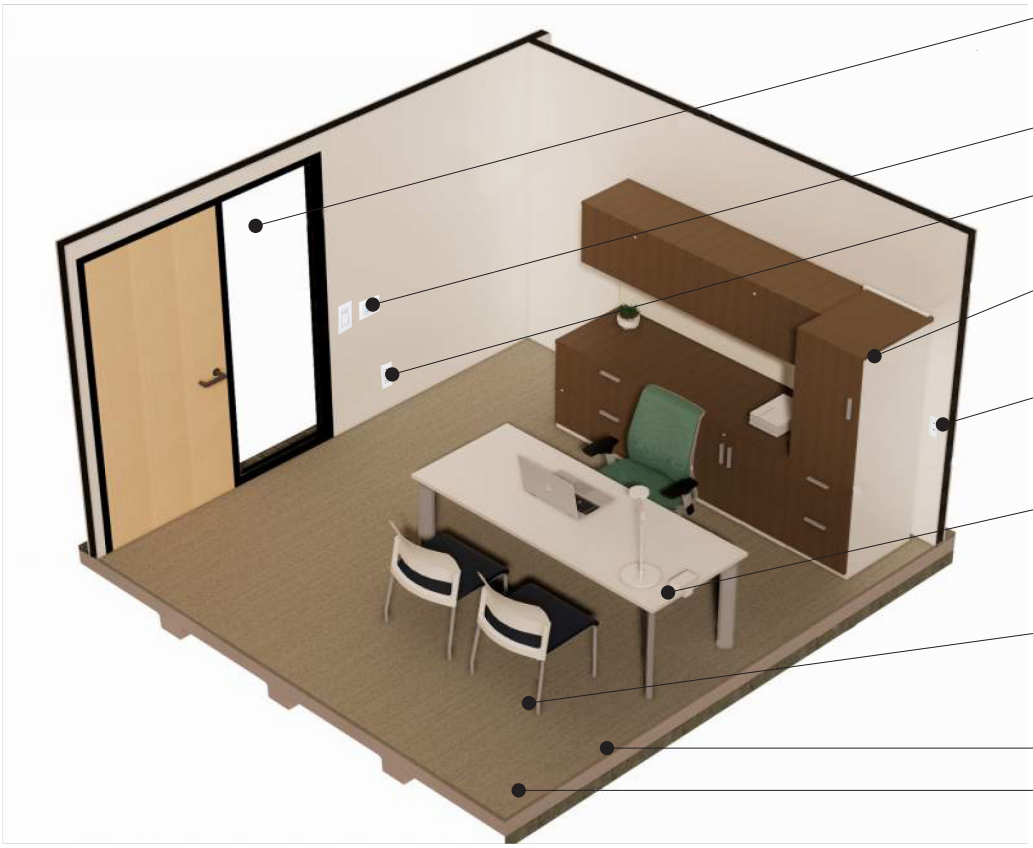
In terms of study rooms, while we have the need for individual and group spaces to meet, we are open to those kinds of semi-private spaces being created by stacks and furnishings instead of rooms. Some study rooms will still be needed.

All common spaces need to be accessible after hours when a “department” can be secured. A need also exists for a training/event space that can be used when the library building is closed.

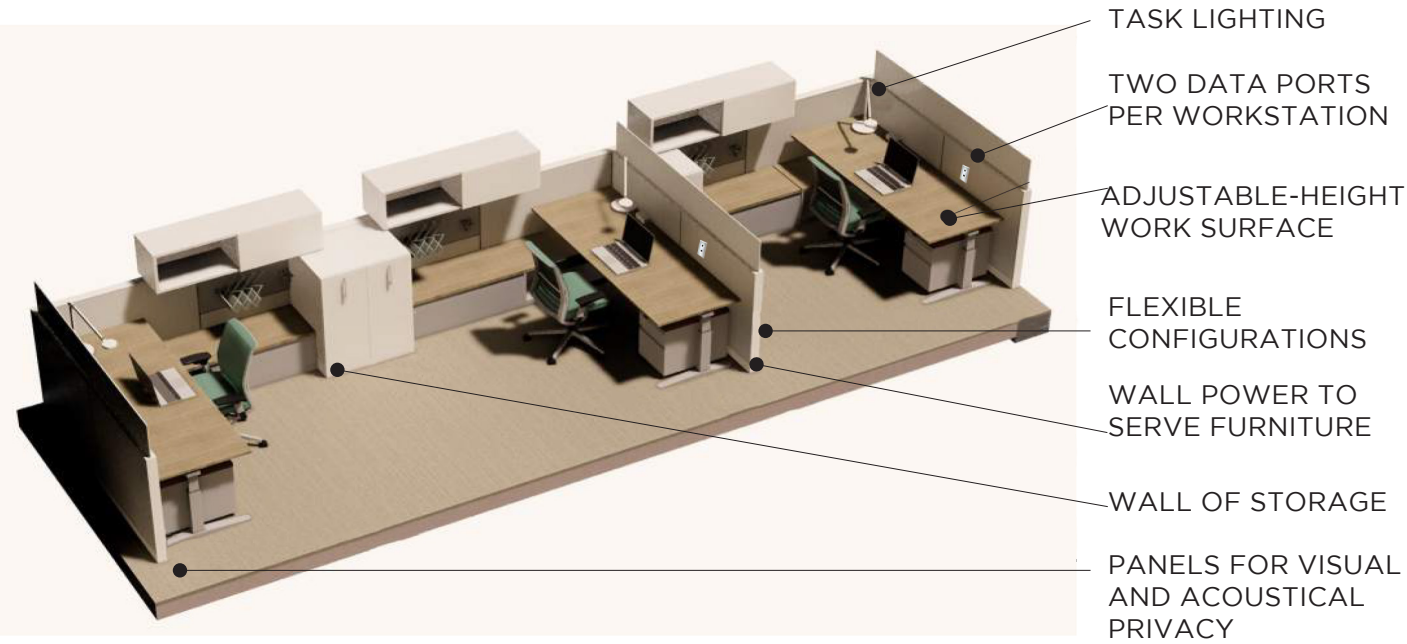
The 2019 study has the adjacencies and number of/types of spaces that are needed. Those are still valid at this time.



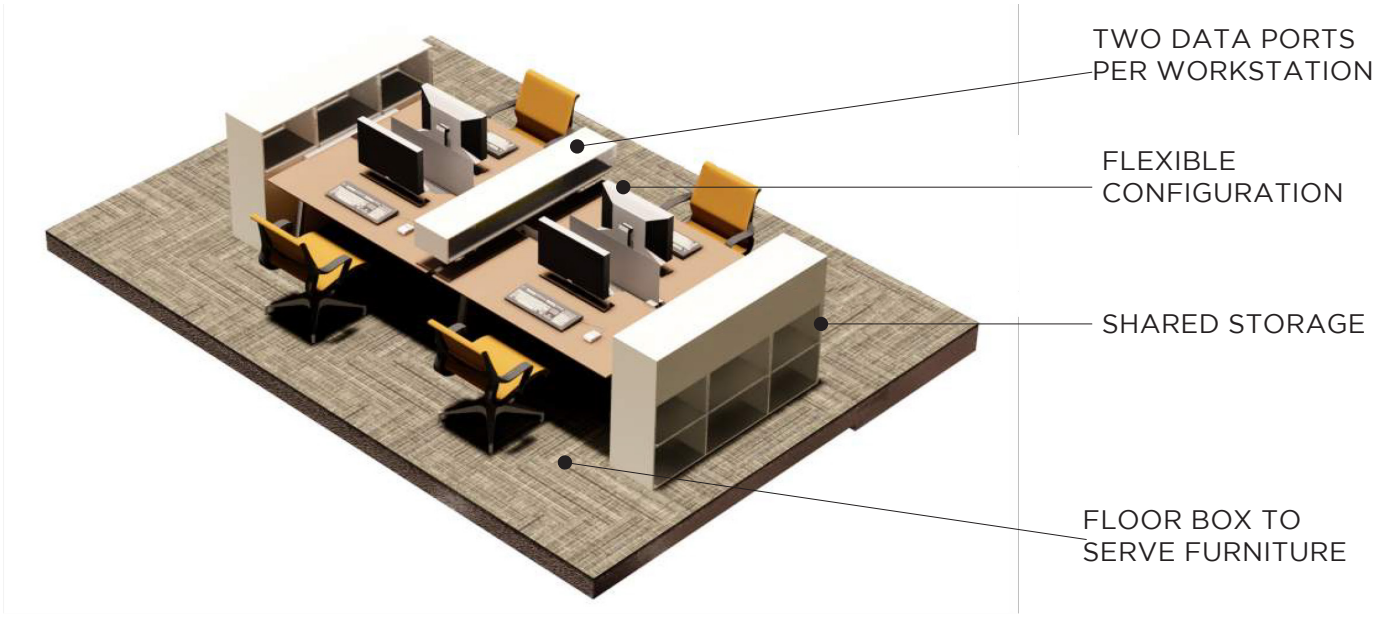
TYPICAL DIRECTOR'S OFFICE
120 SF



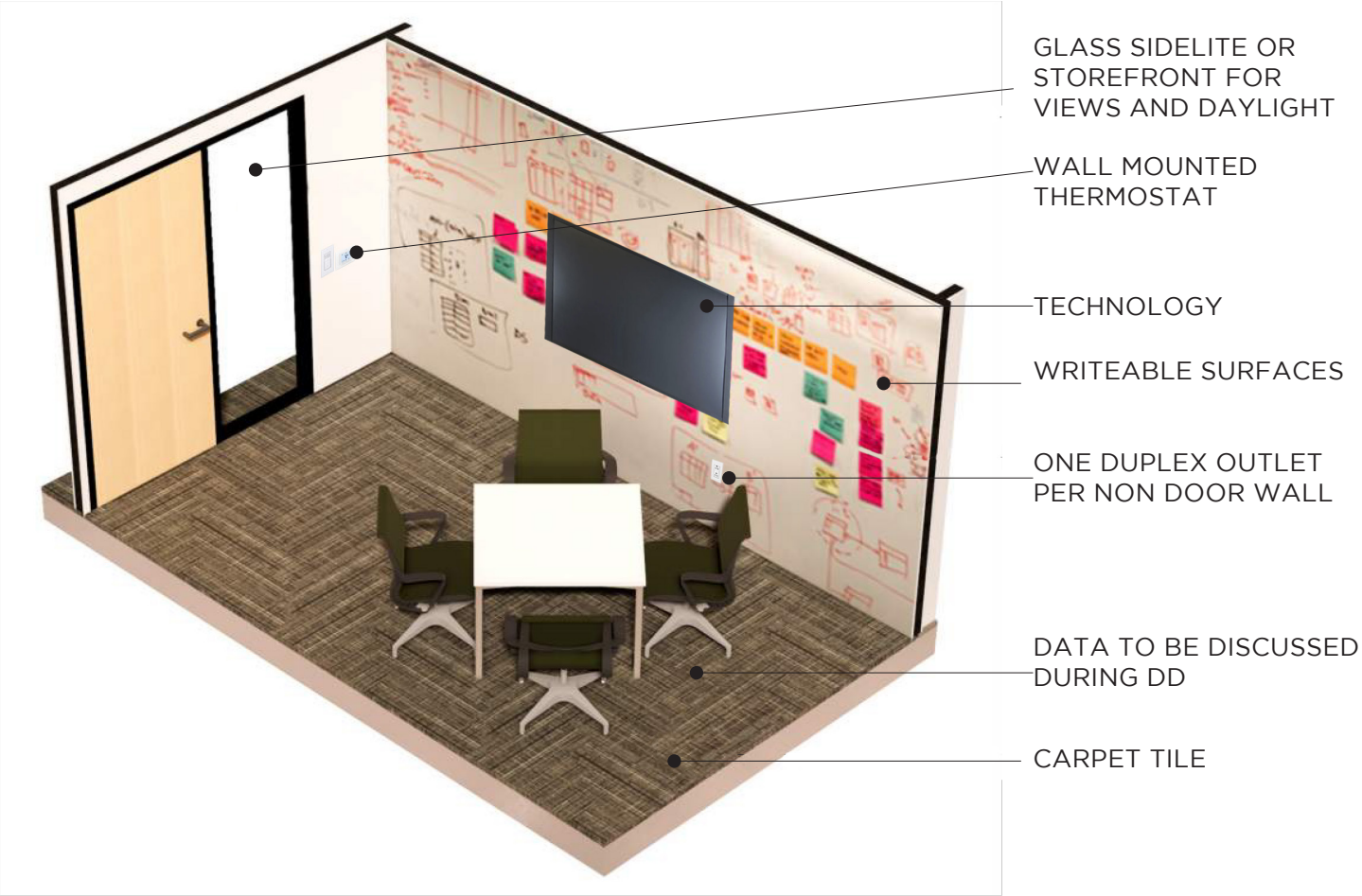
TYPICAL STAFF OFFICE
110 SF



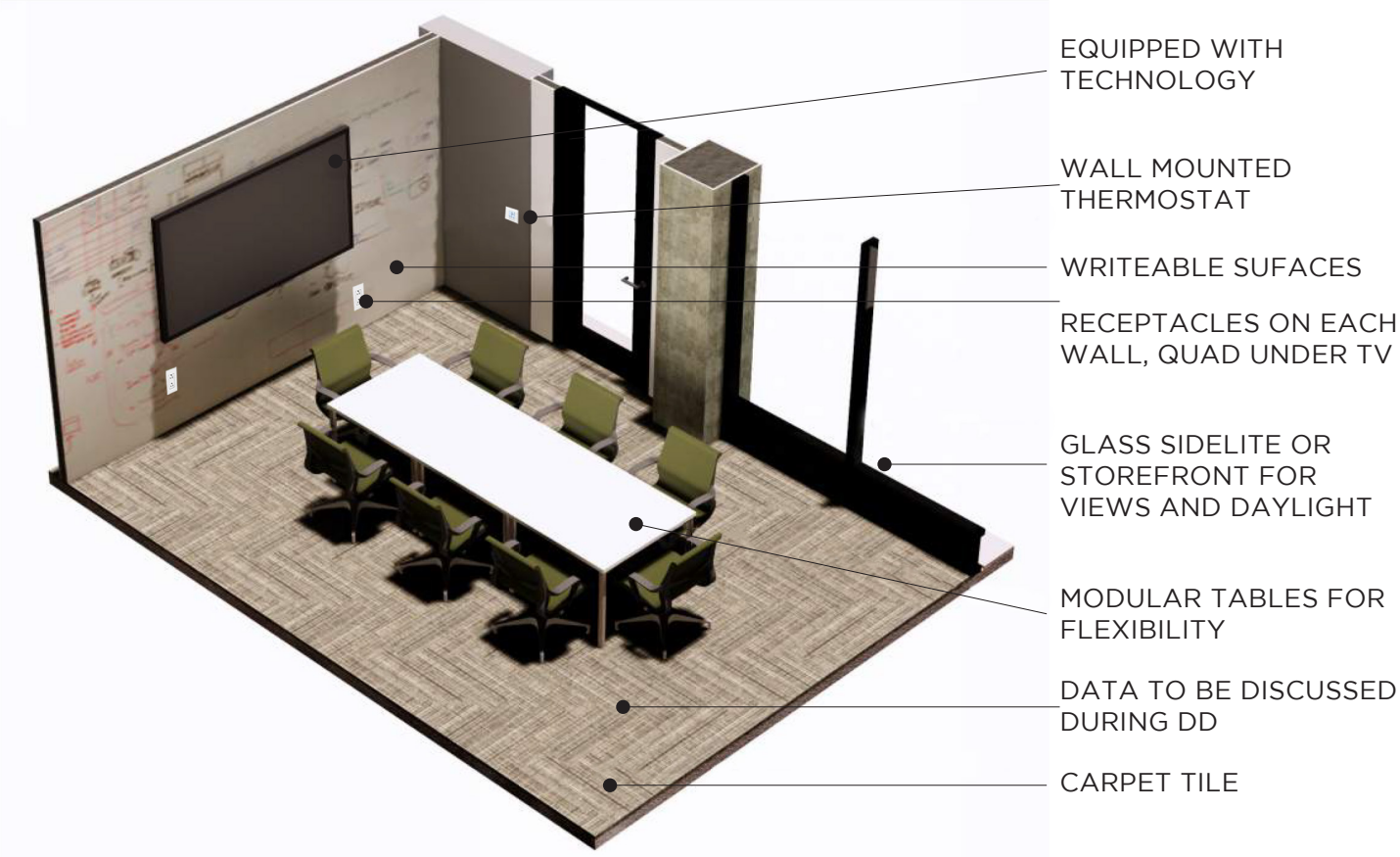
TYPICAL STAFF WORKSTATION



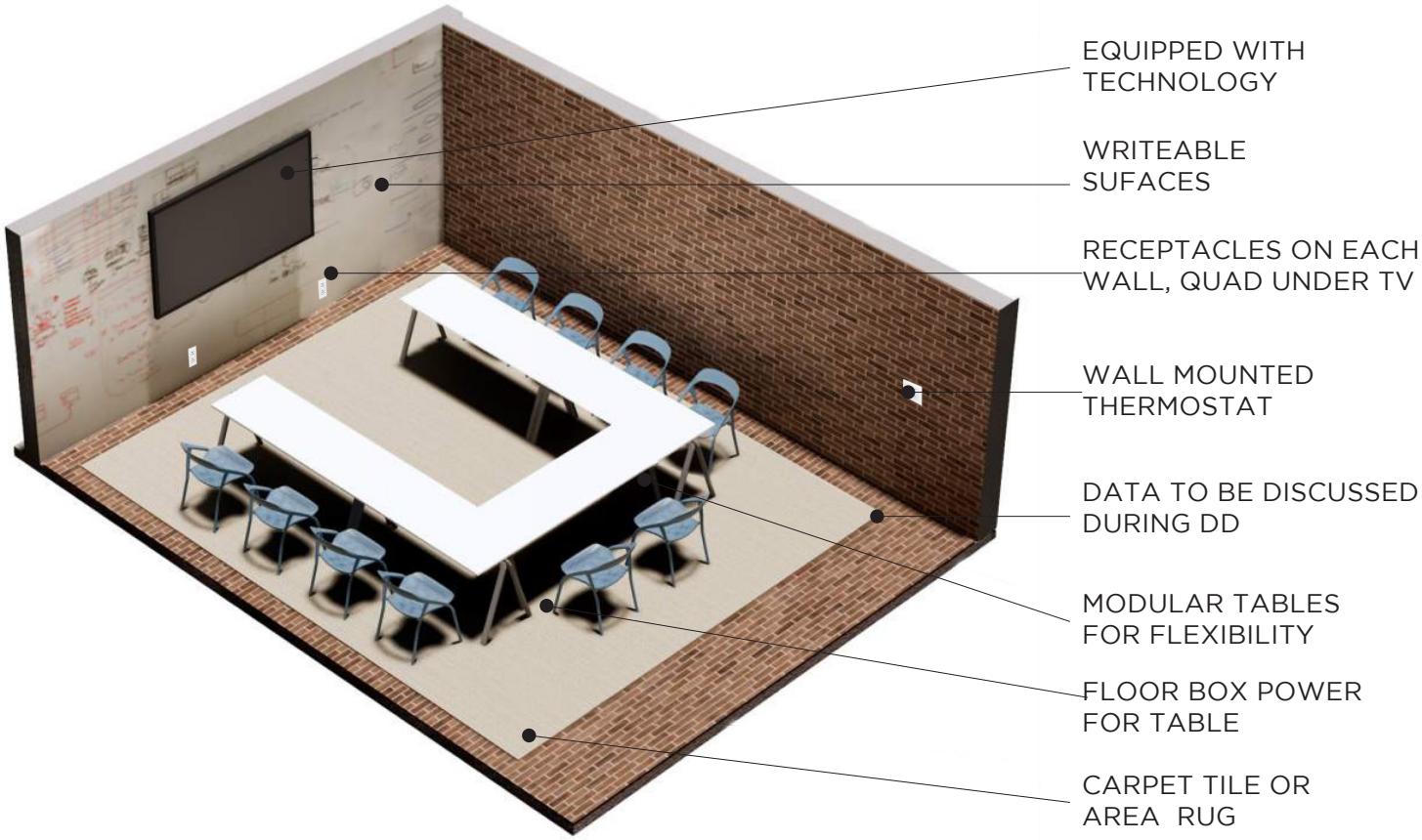
TYPICAL STUDENT WORKSTATION



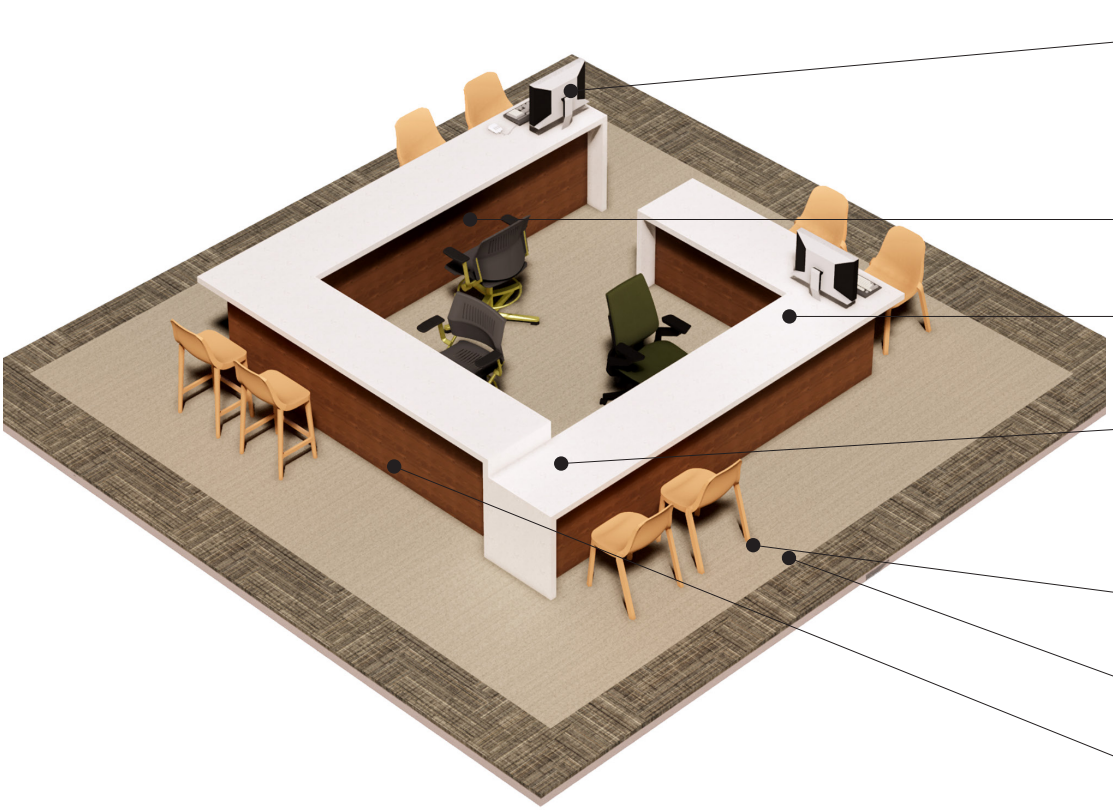
TYPICAL SMALL MEETING ROOM (2 - 4 PERSONS)



TYPICAL MEDIUM MEETING ROOM (6 - 8 PERSONS)



TYPICAL LARGE MEETING ROOM



TYPICAL RECEPTION

GLASS DOORS CONNECT TO STUDENT RESOURCE PORCH

WRITEABLE SURFACES AND BRANDING OPPORTUNITIES

DIRECTOR'S OFFICE

DATA TO BE DISCUSSED DURING DD

STORAGE

VARIETY OF SEATING OPTIONS WITH INTEGRATED POWER AND DATA

VARIOUS LIGHTING SOLUTIONS

CARPET TILE

COMPUTER KIOSKS

ADJACENT TO WINDOWS, ACCESS TO DAYLIGHT AND VIEWS

TYPICAL STUDENT RESOURCE AREA

TYPICAL LOUNGE SPACE

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SPECIAL PLANNING ISSUES

1. Environmental Impact

In accordance with the Wisconsin Environmental Policy Act (WEPA), s. 1.11, Wisconsin Stats., the UW Systems Administration and the University have determined an Environmental Impact Statement (EIS) is required for the project. A third-party consultant will be retained by DFD during the Preliminary Design Phase to provide this service.

2. Zoning / Code Analysis

Zoning: U1- University Facilities District

- Height of Structure: 85 ft. Or 125 ft. If fire prevention system approved by Fire Dept.
- Side Yard Street Setback: As determined by the Common Council in cooperation with the Univ. Admin. Or its designated officer or agent as part of the required site plan review.
- Rear Yard Setback: As determined by the Common Council in cooperation with the Univ. Admin. Or its designated officer or agent as part of the required site plan review.
- Parking: As determined by the Common Council in cooperation with the Univ. Admin. Or its designated officer or agent as part of the required site plan review.
- Area Of Structure: As determined by the Common Council in cooperation with the Univ. Admin. Or its designated officer or agent as part of the required site plan review.

Since the scope of the project is replacement of the existing structure and redevelopment of the existing Specht Forum, it is not anticipated that city review is required for the project. UWSP personnel will coordinate project information with city staff. Should additional representation be required, UWSP personnel will coordinate the presentations with DFD and the Design Team.

The new facility is proposed to be a new, multistory building that will replace the existing building.

Section 30.01(4) of the Stevens Point Building Code adopts the Wisconsin Administrative Building Code with amendments. Likewise, Wisconsin Safety and Professional Services (SPS) Section 361.05 adopts the 2015 Edition of the International Building Code with amendments in SPS Sections 362 through 366.

Height and Area Options

The new building will be classified as a Group A-3 (Assembly) occupancy. If the building is constructed as either a Type II-B, III-B or IV (HT) building the following information outlines the allowable area based on each construction type. All assumptions will consider the building to be fully sprinklered, the non-sprinklered values are used for determining the frontage increase in accordance with Tables 504.3, 504.4 and 506.2, respectively. The building is assumed to have a minimum of 30 feet fire separation distance which allows a 75% increase of the nonsprinklered values.

Type II-B

- Height 55 feet and 2 stories tall sprinkler increase can be up to 75 feet and 3 stories tall.
- Area 9,500 sq. ft. area per floor, with sprinklers and open yard, 35,625 sq. ft. area per floor.

Type III-B

- Height 55 feet and 2 stories tall sprinkler increase can be up to 75 feet and 3 stories tall.
- Area 9,500 sq. ft. area per floor, with sprinklers and open yard, 35,625 sq. ft. area per floor.

Type IV-HT
- Height 65 feet and 3 stories tall sprinkler increase can be up to 85 feet and 4 stories tall.
- Area 15,000 sq. ft. area per floor with sprinklers, 56,250 sq. ft. area per floor.

The 2015 Edition of the IBC does not address mass timber construction, however, in the 2021 Edition of the IBC, there are three additional construction types for Type IV construction that utilize mass timber and combustible construction.

Type IV-A
- Height 65 feet and 3 stories tall sprinkler increase can be up to 270 feet and 18 stories tall.
- Area 45,000 sq. ft. area per floor with sprinklers, 135,000 sq. ft. area per floor.

Type IV-B
- Height 65 feet and 3 stories tall sprinkler increase can be up to 180 feet and 12 stories tall.
- Area 30,000 sq. ft. area per floor with sprinklers, 90,000 sq. ft. area per floor.

Type IV-C
- Height 65 feet and 3 stories tall sprinkler increase can be up to 85 feet and 6 stories tall.
- Area 18,750 sq. ft. area per floor with sprinklers, 56,250 sq. ft. area per floor.

Construction

Type II-B buildings can be constructed of only noncombustible materials. No building elements are required to be fire-resistance rated. (Section 602.2 and Table 601).

Type III-B buildings are to have exterior walls that are constructed of noncombustible materials, or fire-retardant-treated wood in exterior assemblies of a 2-hour fire-resistance rating. Interior building elements can be any permitted by the IBC. Other than exterior bearing walls are not required to be fire-resistance rated. (Section 602.3 and Table 601).

Type IV-HT buildings are to have exterior walls constructed of noncombustible materials. In exterior wall assemblies with a fire-resistance rating or 2 hours or less, walls can be constructed of fire-retardant-treated wood, or cross-laminated timber as long as the exterior surface of the timber is protected by fire-retardant-treated wood sheathing, gypsum board or a noncombustible material. Interior building elements are to be of solid or laminated wood without concealed spaces. (Section 602.4 and Table 601).

Type IV-C buildings are to have the outside face of exterior walls of combustible construction be protected with noncombustible protection. Interior mass timber elements are permitted to be unprotected. These elements must still meet the fire-resistance rating requirements: Primary structural frame, bearing walls, and floor construction must be 2-hour rated; roof construction must be 1-hour rated. (2021 IBC: Section 602.4.3 and Table 601).

Floor Openings

The exit access stairway in the center of the building is an open stairway that connects three stories. Exit access stairways are permitted to not be enclosed with shafts if they meet the following requirements of Section 1019.3:

- The building is equipped throughout with an automatic sprinkler system.
- The area of the opening is not more than twice the size of the horizontal projected area of the stairway.
- The opening is protected by a draft curtain and closely spaced sprinklers in accordance with NFPA 13.
- The stairway does not connect more than four stories.
- The vertical opening between the first and second floors near the restrooms is permitted per Section 712.1.9.
- The larger three-story opening will need to be approved by the Authority Having Jurisdiction. The glazing system used on the third floor will need to be approved and in accordance with ICC-ESR-2397. This system will act as a 2-hour fire-resistance-rated assembly and separate the third floor from the second. The opening then becomes a two-story opening and communicates the same two floors (first and second) as the other two-story opening.

Penthouse

The fourth level will be used as a mechanical penthouse. In order for this rooftop structure to fall under the category of a penthouse in accordance with Section 1510.2, it will have to meet the following requirements:

- Have an aggregate area of 1/3 or less of the supporting roof deck. Otherwise, this level will be considered another story.
- The area is only to be used for the shelter of mechanical and electrical equipment, tanks, elevators and related machinery, stairways or vertical shaft openings and spaces used to access stairs and elevators.
- This level is to be constructed of the same building elements as the building type and to have the same fire resistance ratings. In buildings of Types 3 and 4, if the level has a fire separation distance of 20 feet or more, the exterior walls are permitted to be constructed of heavy timber, noncombustible construction or fire-retardant-treated wood and not required to have a fire-resistance rating.

Active Fire Protection

Section 903.2.1.3 states that Group A-3 occupancies located on other the level of exit discharge, or with fire areas larger than 12,000 sq. ft. or occupant more than 300 are required to be protected throughout the occupancy with an automatic sprinkler system. This requires the entire building to have a sprinkler system in accordance with Section 903.3 and NFPA 13.

A manual fire alarm system installed in accordance with The International Building Code and NFPA 72 is required in buildings that have a total calculated occupant load of 300 or more, or if the occupant load is more than 100 persons above or below the lowest level of exit discharge as stated in IBC Section 907.2.1. Manual boxes are not required in buildings that have an automatic sprinkler system and the notification appliances activate throughout that zone when sprinkler system is activated. If the building has a total calculated occupant load of 1,000 or more, an emergency voice/alarm communication system is required.

Class 1 standpipes are required in accordance with Section 905.3.2. 905.4 states that standpipes are to be located at the landing between each story in every required interior exit stairway, located on the roof, and where the most remote portion of the building is located more than 200 feet from the nearest hose connection, an additional hose connection can be required by the fire code official in an approved location. These standpipes are to be interconnected in accordance with NFPA 14.

Conclusion
The preliminary evaluation and site visit were part of the feasibility study that was performed to determine the code impact on the proposed changes to the building. This evaluation was not a complete review and was focused on the items that would have a significant impact on the project.

3. Historic Preservation
It has been confirmed with the Wisconsin Historical Society that the project will not be affected by historic preservation.

4. Accessibility
The University desires that this facility go beyond the requirements of the building code and the ADA and be designed as a "universally designed" environment.

5. Library and Student Success Programming

Embracing Spatial Diversity
Although libraries have traditionally been dominated by quiet study areas and meeting rooms, today they are responding to student and faculty needs for more collaborative and lively spaces to support 21st century scholarship. As a result, both open collaborative zones and enclosed meeting spaces are in high demand. While the need for quiet study areas remains, the portion of the library dedicated to quiet space will be reduced. The priority is to provide options to suit individual preferences and diversifying academic activities. Anticipating further changes to scholarly needs, libraries also seek flexible spaces so that they can continue to respond to user needs and preferences.

Right Sizing the Library Collection
The library has undertaken a significant weeding effort in recent years resulting in reduction in the amount of space required for shelving. There is potential for more weeding of materials to occur, but these nuanced efforts take significant time and consideration and the extent of volume reductions would not be clear for months. While some contemporary academic libraries have planned for minimal collections on site when planning new buildings, in most cases stark reductions typically leverage an off site storage facility to maintain access to materials through delivery. There is currently no offsite storage available to UWSP, thus, there is still a need to house a significant number of volumes on site. The library currently has select collections in electronic compact shelving storage solutions; but these have posed problems: reducing user access and consuming staff time and financial resources for maintenance. Where compact shelving is appropriate, hand crank systems are recommended.

	Current Volume Count	*Projected Change*
Books	328,325	-10%
Oversize Books	12,918	-10%
Reference	10,998	- 85%
Instructional Materials (K-12)	21,939	-10%
Bound Journals	51,361	*No change*
New Books / Popular Reading	1,006	*No change*
Government Documents	213,551	*No change*
Media Collections	9,407	*No change*
Reserve Collections	67	*No change*
Special Collections	4,294	*No change*
Archives	15,727	*No change*
Microfilm	31,552	*No change*

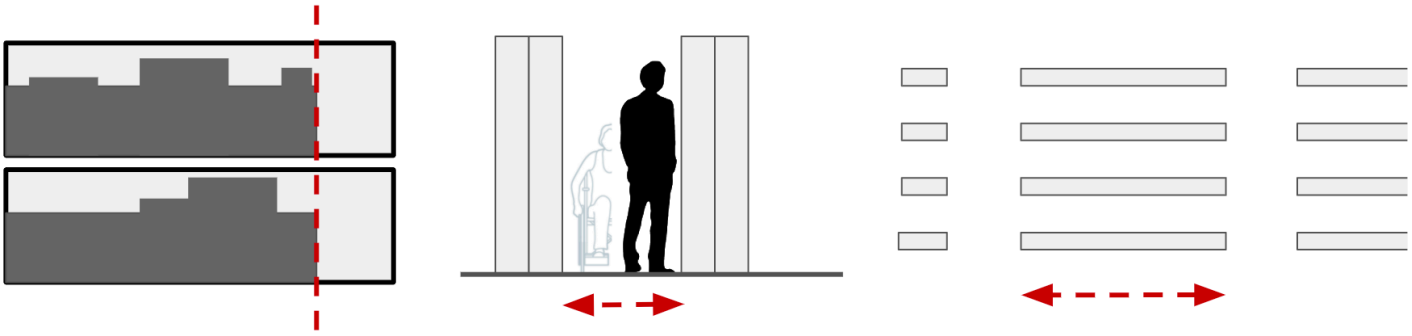

Image: Collection Shelving Assumptions

Integration of Library and Student Academic Success

While the existing library already serves as a model for institutions looking to connect students to academic support services in the library, the new facility provides greater potential to integrate the college's academic offerings and improve outcomes for students. Moving from individual storefronts within the library to a learning commons model will better connect academic support staff, tech support, and librarians, so they can build a shared culture, better understand each other's offerings, and ultimately create a seamless experience for student support and success. Prioritizing the location of these service zones on the ground floor increases visibility and access so that when students encounter hurdles they know where to begin and face fewer barriers.

Image: Learning Commons at University of Miami

Administrative and Financial Services as Destination Services

The new facility will also include a dedicated student services area focused on financial and administrative student needs. Increasingly students are able to access these services and complete key transactions related to "the business of being a student" virtually through a student web portal. As a result, in-person services have shifted from predominantly quick, transaction-based interactions (e.g., form submission, paying fees) to more lengthy consultation-based interactions (e.g., financial advising, registration overrides). These service types are more conducive to a side-by-side spatial arrangement than a traditional service counter. Unlike academic support services, students have direct motivation to seek these services out as a destination; a location on the second floor is unlikely to deter them. Many universities now embrace an integrated "one-stop-shop" for student accounts, financial aid, and registration with a tiered service model which has proven to increase convenience and informal collaboration among units.

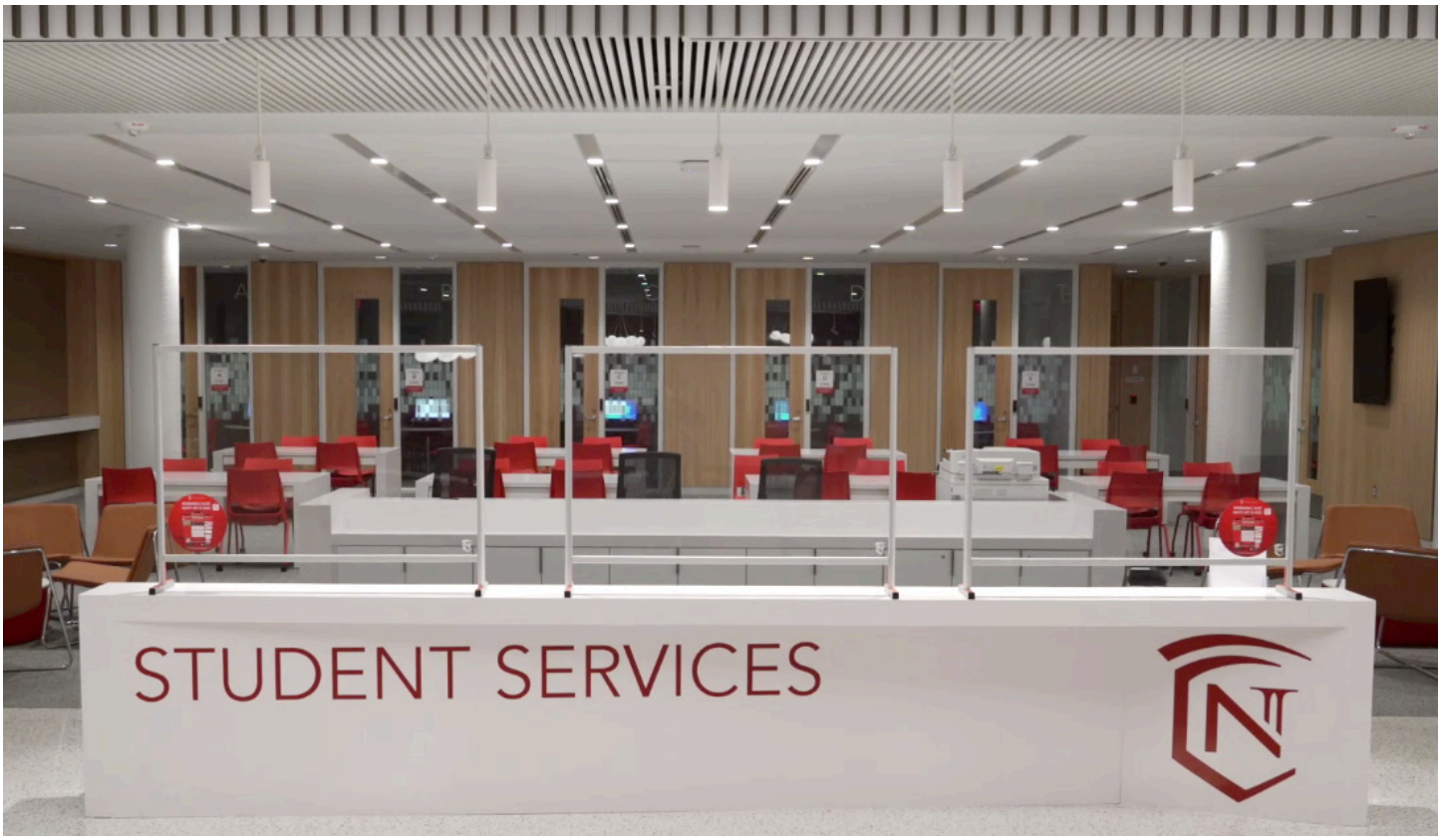

Image: One stop shop at Normandale Community College

6. Sustainable Facilities & Energy Conservation

Sustainability is important to the students, faculty, and culture of the University of Wisconsin-Stevens Point. Integrating and expressing sustainability is priority for the project (see Section B). Recently, the DFD initiated a new version of the DOA's sustainability guidelines titled, Sustainability Guidelines for Capital Projects, dated August 2020. The guidelines are based on the American Institute of Architect's (AIA)Framework for Design Excellence and are adapted for use on DFD projects to align with the Governor's Executive Order #38 to "Develop energy efficiency, sustainability and renewable energy guidelines for all new and existing state facilities, office buildings, and complexes." Although incorporating the guidelines was not originally part of the project scope, they will be considered for this project in Preliminary Design Phase as a sustainability guide and incorporated as determined by the project team (DFD, UW System, UWSP, and AE), but not as a mandated requirement.

The intent of the guidelines is to provide a holistic approach to sustainability by evaluating multiple measures for applicability to capital projects for their relevance to project needs and the agency's mission. The guidelines are part of a larger effort towards a more sustainable environment today and for future generations. These efforts are congruent with UWSP's goals and objectives for this project.

DFD's Sustainability Guidelines are categorized into ten Measures. Each measure has mandatory requirements as well as encouraged requirements to make buildings more sustainable.

Measure 1 – Designing for Integration: Meetings will be scheduled in the Preliminary Design Phase with the design engineers to discuss the integration of various mechanical, electrical, and plumbing systems into the building's design. Sustainability measures will be documented in the Design Report at the end of Preliminary Design.

Measure 2 – Designing for Equitable Communities: Providing features like bike racks as well as inclusive spaces such as kitchenettes, mother's room, adult changing room, and all-gender single-user restrooms are all part of this measure and are allocated in the project's assignable area and budget. Although parking development is not part of this project, other encouraged requirements are being factored into the design and development of the Specht Forum redesign effort.

Measure 3 – Designing for Ecology: Tree survey data, reducing urban heat island effect, and incorporating native vegetation are all being incorporated into the project. Other measures will be further considered during Preliminary Design including dark sky compliance and bird collision deterrence. Historically, UWSP has irrigated lawn areas. Reducing water usage for irrigation will be considered during Preliminary Design.

Measure 4 – Designing for Water: Stormwater management is a critical part of this measure. There may be an opportunity to reduce pavement in Specht Forum and perhaps other areas which would positively affect both the urban heat island effect as well as stormwater management. Reduced water usage for plumbing fixtures will be considered during Preliminary Design.

Measure 5 – Designing for Economy: The project will be registered with Focus on Energy. Energy modeling was not requested for this renovation project. However, with the project scope including exterior envelope replacement, energy modeling may be considered.

Measure 6 – Designing for Energy: Energy modelling was not included in the request for design services but may be desired due to the exterior envelope being replaced. Additional windows will be added to the facility and will meet the DFD's window-to-wall ratio requirements. Renewable energy will be considered during Preliminary Design. Heat recovery is becoming a common feature in State of Wisconsin buildings. Making the building solar-ready will be explored in more detail during Preliminary Design.

Measure 7 – Designing for Wellness: A smoke free environment is standard for State buildings. Designing for biophilia in the building will be considered in Preliminary Design. The building will be designed for daylighting harvesting. The building scale is also intentionally looking at the concept of wellness, to encourage use of stairs over elevators.

Measure 8 – Designing for Resources: The project will avoid exotic woods. Product declarations from manufacturers will be sought to help make informed decisions about the material selections.

Measure 9 – Designing for Change: Risk assessment or threats the project might face environmentally, climatically, or for health and safety will be considered. Designing for resilient and flexible spaces is already a key component for the project.

Measure 10 – Designing for Discovery: It is important to incorporate previous lessons learned into the project as well as keep track of lessons learned to benefit future building operations as well as other campus projects.

7. Desired DFD Commissioning Level

Enhanced Level 1 Commissioning is desired for this project. The Commissioning process and the responsibilities of the parties involved are as described in the DFD Policy and Procedure Manual for Architects/ Engineers, Section Two, Commissioning, as well as in the scope of services provided by the commissioning agent.

8. Hazardous Substances

A Wisconsin Asbestos and Lead Management System (WALMS) inspection was conducted of Albertson Hall in 2001. The inspection identified various asbestos containing materials (ACM's) that will require abatement prior to building demolition. A separate asbestos abatement consultant, contracted directly by DFD, will be included as part of the design team during the preliminary design phase. The asbestos abatement consultant will incorporate abatement drawings and specifications in the overall project documents. DFD will receive separate Asbestos Abatement Contractor (AAC) bids that will include both building demolition and abatement. The General Prime Contractor (GPC) will be required to coordinate and include the demolition and abatement in the overall construction schedule. An estimated demolition and abatement budget is included in Section H.

9. Information Technology

Refer to Section H.4.f, Telecommunications Systems.

10. Data Center

Refer to Section H.4.f, Telecommunications Systems.

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BUILDING AND SITE PLANNING RECOMMENDATIONS

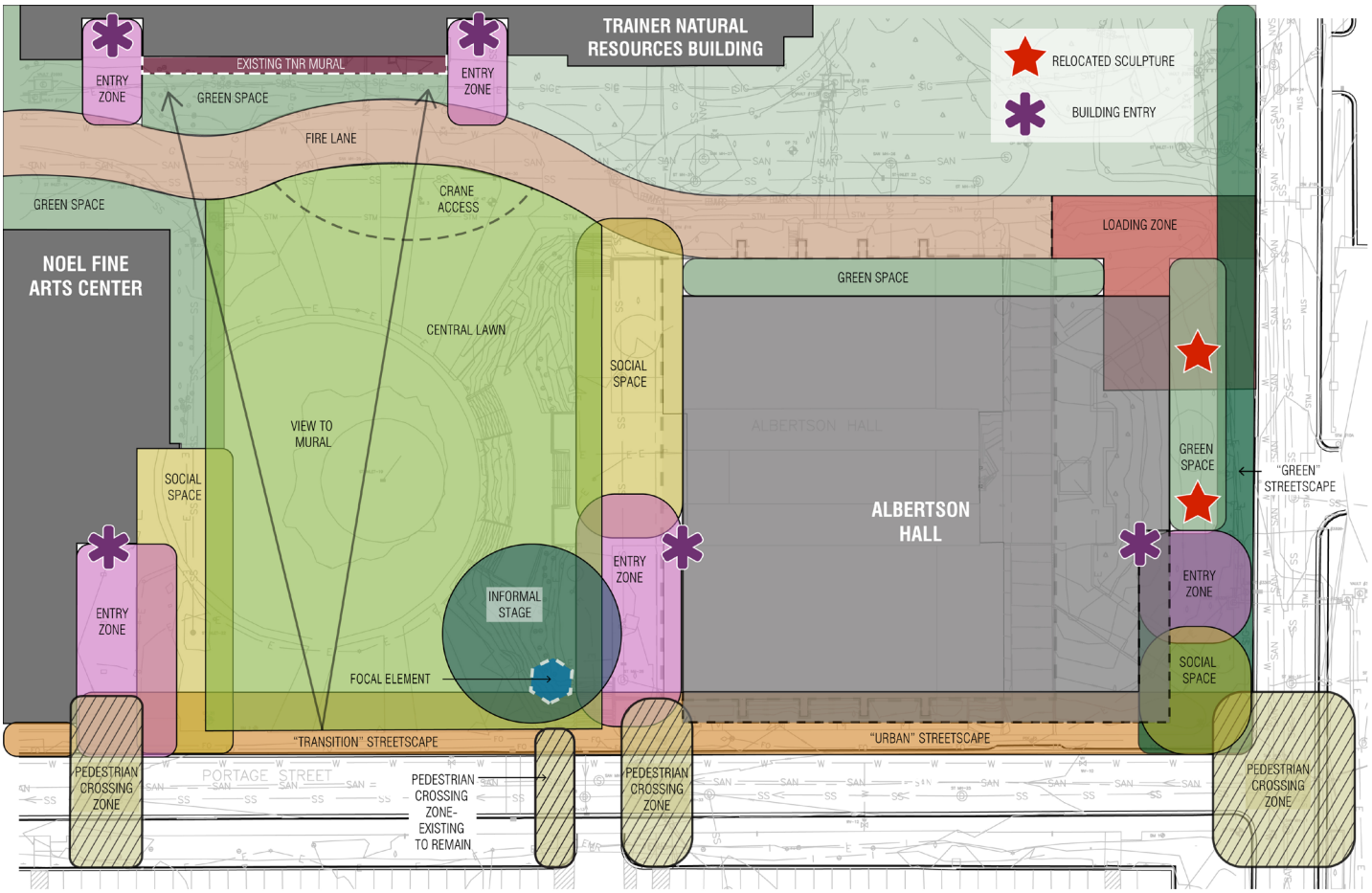
1. Conceptual Site Plan

The pre-design process for the site plan development included numerous input sessions from the project building committee, focus group input sessions with campus leadership and campus facilities, and an online public survey distributed to the campus community and alumni regarding the Specht Forum. From the data collected during that input process, a set of site project goals and objectives were defined as well as a list of site program elements. Diagrammatic plans for both the Specht Forum and the new Albertson Hall were presented and reviewed by the building committee. Favored aspects of the Specht Forum diagram included its openness to the street, placement of site elements and overall organization utilizing paths and forms that resolve circulation challenges while fitting within the campus context. Site elements including visible bike parking, art installations, and informal social spaces were favored along the east, west and south sides of Albertson Hall to activate these edges and reinforce the building program.

The Existing Albertson Hall will be demolished, and a new building will be constructed in approximately the same location. The new building entrances will be accessible, and favor the southern half of the building, a slight shift from their current location at the center of the building. The loading dock will be shifted to the northeast corner of the new building with vehicular access from Reserve Street which has less vehicular traffic than Portage Street, and no on-street parking. Shifting the loading dock to the north side of the building also places it out of the front facade of the building allowing it to blend into the existing utilitarian zone on the north side of the building that is heavily populated with utilities and a widened sidewalk for fire access. The new loading dock will only allow vehicle access from one direction, it will no longer be a pass-through space like the existing depressed loading zone. Moving the loading dock to the northeast corner of the new building also allows for a more continuous entry sequence and plaza space to enhance the pedestrian experience and connection between Albertson Hall and the Dreyfus University Center. The loading dock will be screened from views and the pavement providing vehicle access will be designed with clear delineation from the pedestrian sidewalks. Streetscape enhancements along Reserve and Portage Streets could provide new street trees, lighting and paving to provide a uniform streetscape along the campus edge and allow for campus branding and identity opportunities. The intersection of Portage and Reserve Streets may receive pavement enhancements to minimize pedestrian/vehicle conflicts and improve pedestrian safety.

The Specht Forum will be completely rebuilt to accommodate the new Albertson Hall building and provide an updated and improved campus quad. The overall space will be softened and feature less hardscape than the existing Specht Forum. An entry space between Portage Street and the new west entry to Albertson Hall is proposed to activate the street edge and provide a welcoming experience for visitors. A focal element and gathering space will be placed within Specht Forum to take advantage of the view to the Trainer Natural Resources building mural. This specialty area will acknowledge the history of the site utilizing a mixture of hardscape and softscape elements that incorporate the iconic sundial array pattern. A water feature was considered as a possible focal element, however it's maintenance costs as well as the potential impact on sustainability have removed it from the current planning. Further development will be explored

including relocation of Public Art as well as more natural systems. This open space will provide opportunity for public forum, campus events, campus tours, and outdoor performances. Smaller, more intimate spaces along the perimeter of the central lawn will provide additional seating opportunities, activating the building edges with additional social space. Native plantings will be utilized along the building foundations and patio spaces. Stormwater planters with native plantings could be incorporated into the social spaces around the building to define patio edges and capture runoff. The central lawn will be framed with concrete sidewalks that connect pedestrian circulation routes through the Specht Forum. Planted terraces proposed along Portage Street enhance the pedestrian experience and provide a buffer from vehicular traffic and parking. A permanent automatic irrigation system was requested by campus and will be included with the project to irrigate turf trees, and planting beds.



SITE OVERALL DIAGRAM

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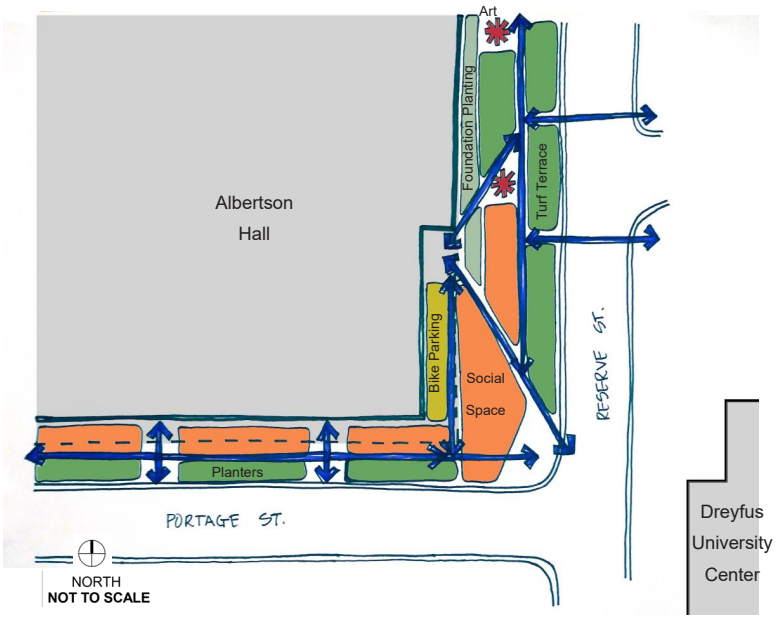
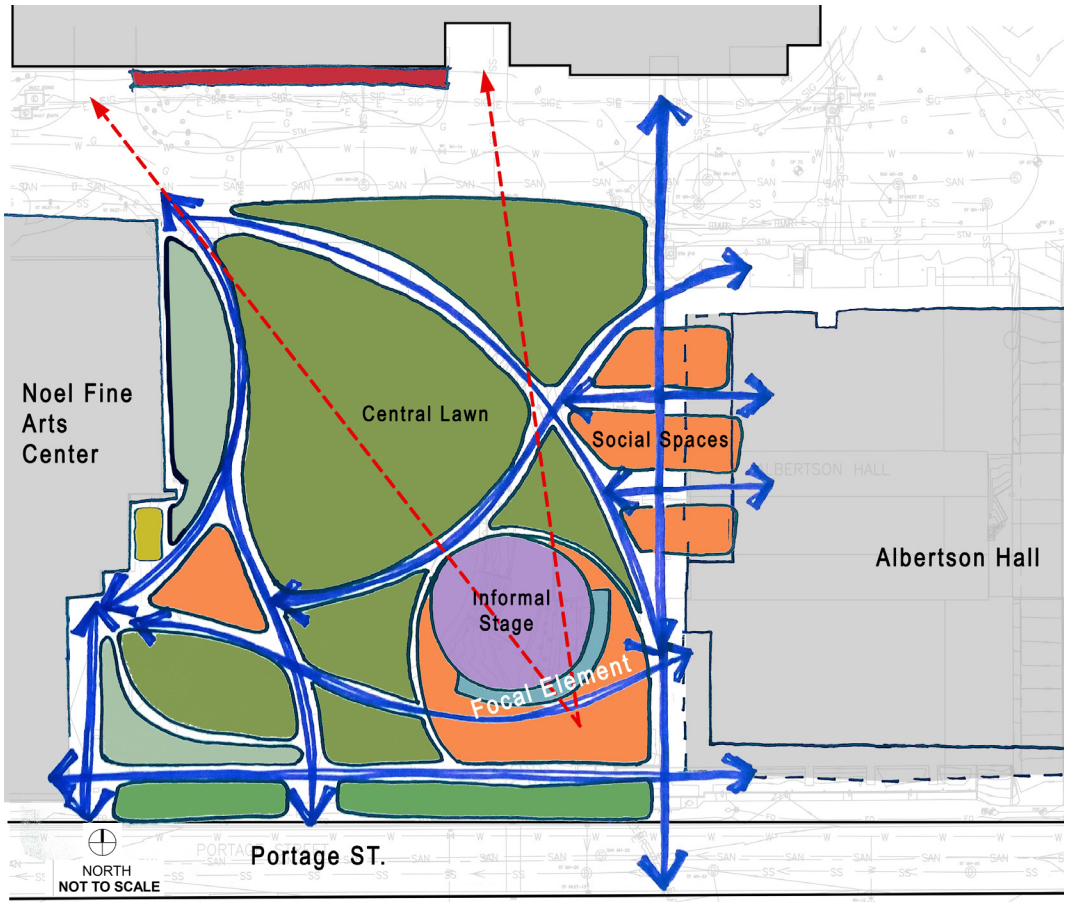


SOUTHEAST ENTRY DIAGRAM



SPECHT FORUM DIAGRAM

2. Civil / Utilities Description

Civil Description

The civil utility work is described in section D.2.b. No special conditions or provisions are anticipated. Additionally, Bloom recommends conducting hydraulic modeling/capacity analysis in the event that additional water, storm sewer, and/or sanitary sewer services are added to the project or rerouted from their current systems to adjacent systems.

Utilities Description

Per discussions with the Campus their central plant does not have any capacity issues. The existing building is slightly larger than the proposed building, but we anticipate a higher cooling density requirement due to additional glazing and more users and electronics. Heating loads will likely be reduced compared to the existing building due to additional insulation.

The existing site steam box conduit was replaced within the last ten (10) years and is in good condition. It has adequate capacity to serve the new building. Portions of the existing box conduit will be removed as required to allow demolition of the existing building and installation of the new building. New steam box conduit will be extended from the existing box conduit to the mechanical room in the northwest corner of the new building. If the existing box conduit needs to be removed back to the steam pit we will evaluate the use of direct buried steam and condensate with Campus and DFD.

The age of the existing 6" chilled water lines is unknown, but it is at least twenty (20) years old. The anticipated cooling load in the building will be at the upper threshold of capacity for 6" piping. Due to the age and potential capacity concerns the existing chilled water lines will be removed back to the campus mains and new 8" chilled water lines will be added to serve the new building.

The existing domestic water service will be removed and a new 6" combined water service will be required for the domestic water and fire protection services.

Site Electrical will consist of the following:

1. New building power will be routed from the existing manhole previously serving Albertson Hall. A series of campus medium voltage switches and adjustments will need to be operated to take the Albertson Hall building offline and use its existing feeders to serve the new loop switches provided in the new building.
2. Site lighting will consist of campus standard pedestrian pole mounted fixtures and other assorted ground and exterior wall mounted lighting for landscape and exterior pathway lighting.
3. Site power will consist of GFI receptacles in pole bases for Specht Forum use.
4. Power for a shore connection (RV or similar) will be placed in the Specht Forum area to be used for exterior events.

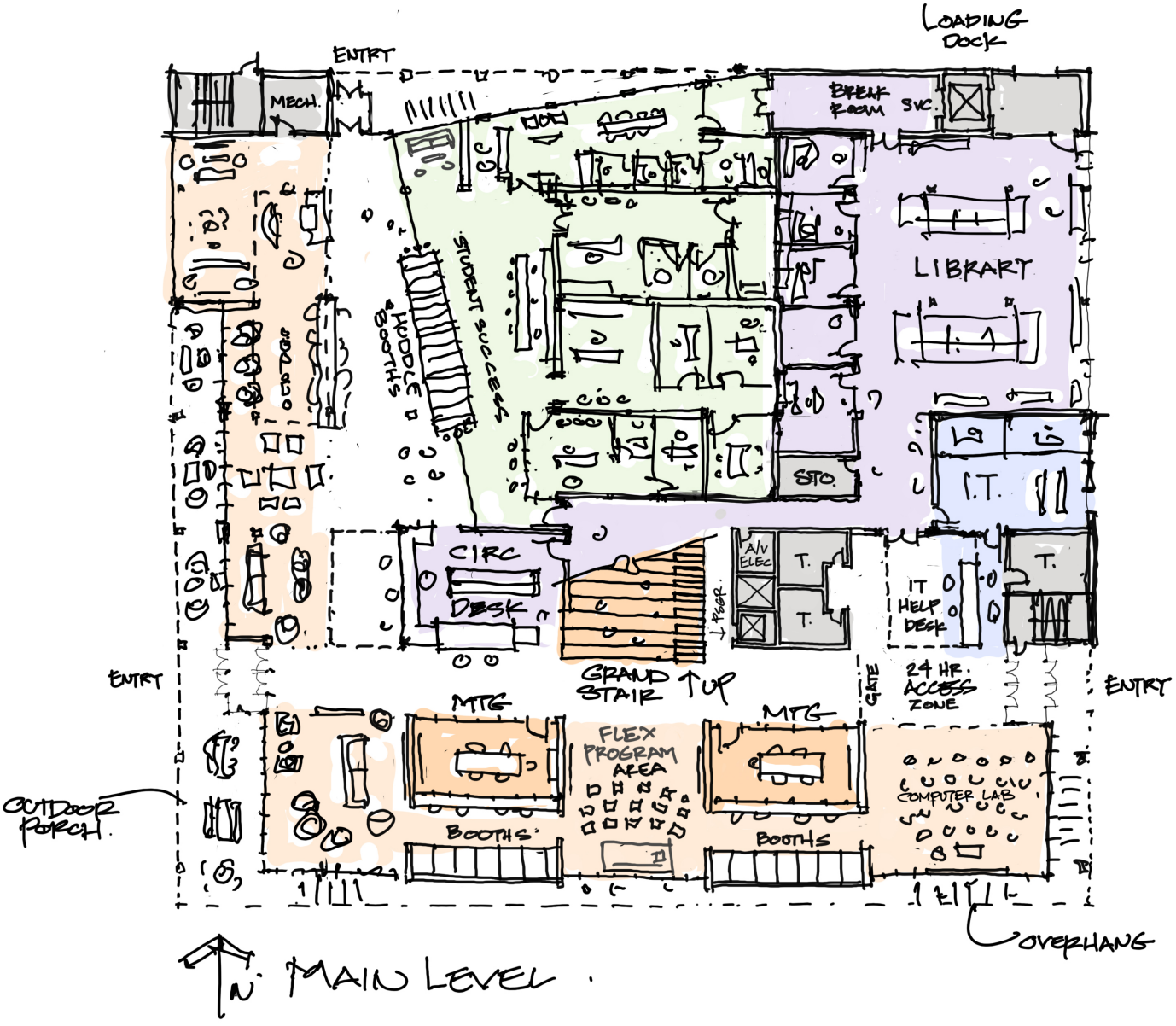
Site Telecommunications:

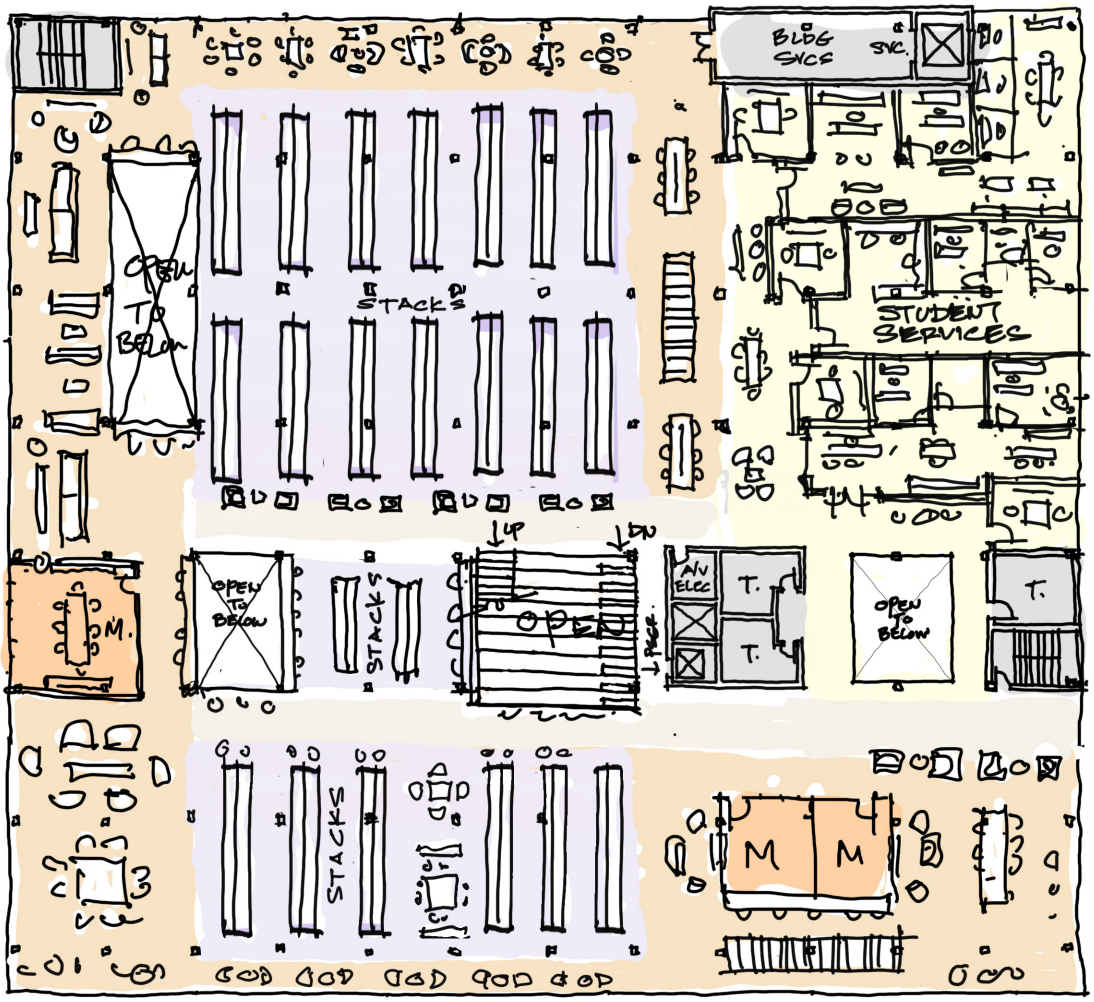
1. Six (6) new 4" conduits will be extended to an existing manhole.
2. Fiber optic cable feeding the existing Albertson Hall will be pulled back to the manhole, and then extended to a new MDF in the new building.

3. Building Organization Framework Diagram with Planning Recommendations

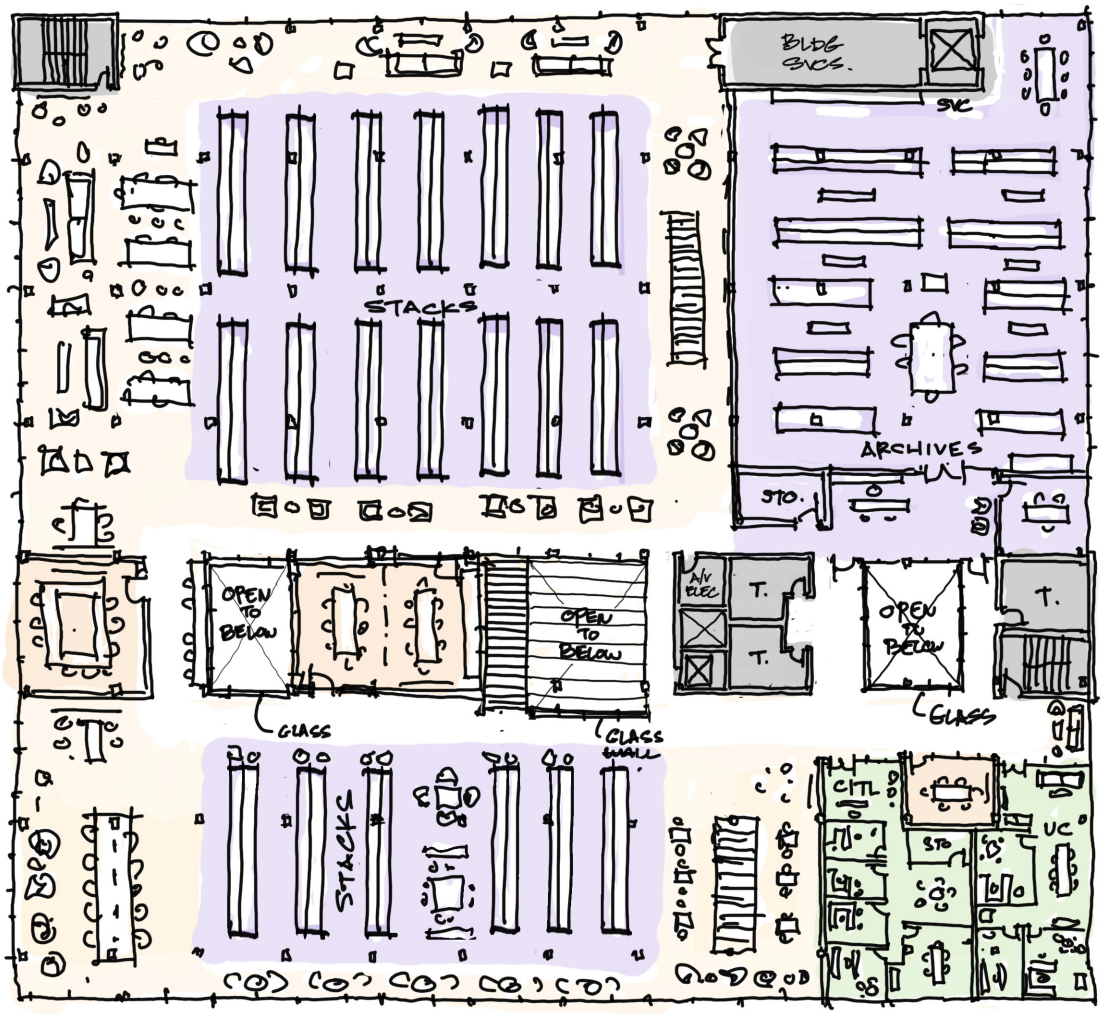
The following diagrams describe the current test-fit solution developed with the Building Committee – focusing Student Academic Success spaces at the First Level adjacent to Shared Commons Spaces, with oversight by the Library services. The Second Level introduces the Departments relocating from the Student Services Building, as well as the Library stacks and study spaces, both of which continue to the Third Level where they are joined by the Archives & Area Research Center, CITL, and the University College Administration. A series of light monitors were introduced to bring diffuse daylight into the middle of the building and highlight vertical circulation patterns.

These diagrams serve as the comprehensive framework for the floor plans which were subsequently developed and fully accommodate the final broad scope program that was established with the Building Committee. The adjacencies, circulation patterns, and overall composition will be further refined in the Preliminary Design Phase.





N. SECOND LEVEL.


BLDG SYS.
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THIRD LEVEL

4. Building / Systems Description

a. Overall Design Concept

A. External Site Conditions

Albertson Hall sits at an important edge of campus serving as a welcoming point for so many students, faculty and staff. Having important adjacencies to the Dreyfus University Center and Parking Lot 'R' invites interaction with students on a daily basis. Noel Fine Arts and Trainer Natural Resources Building create a powerful connection to Albertson Hall via Specht Forum, and the redesign of this important campus space will serve to strengthen these critical connections.

The site pathways and critical adjacencies were investigated deeply to develop the entry points to the new building, and to foster the development of possible outdoor spaces that can further enliven the new facility and this area of campus. Major entries to the East and West – directly react to the importance of traffic patterns from Dreyfus University Center and the Specht Forum. In addition, a smaller entry from the North serves as a connection to the campus beyond.

B. Internal Organization of Programmatic Elements

The building program consists of four major components – University College (Academic Success Departments), Student Services (Office of the Registrar, Student Financial Services, and Financial Aid), the Library, and the Shared Common Spaces, which serve students, faculty, and staff of the building and campus at large. Though downsized from the renovation project, the Information Technology presence in the building serves a critical role on campus, and towards academic success, providing a visible and convenient location for the IT Help Desk, in addition to the pragmatic, though often invisible, need of a new Primary Data Center.

A common theme throughout the Pre-Design phase has been the integration of these spaces – in particular University College, Library, and Shared Common Spaces. The proposed organization of these elements integrates them into an internal landscape that promotes consolidated Service Points to serve students and remove some of the common barriers to providing these sorts of Student Success Services. It is envisioned that these Service Points would address Library Circulation, Academic Success, Student Services, and IT assistance. As the design progresses, opportunities to combine or co-locate these service points will be investigated and evaluated.

C. Vertical Circulation, Wayfinding, and Daylight

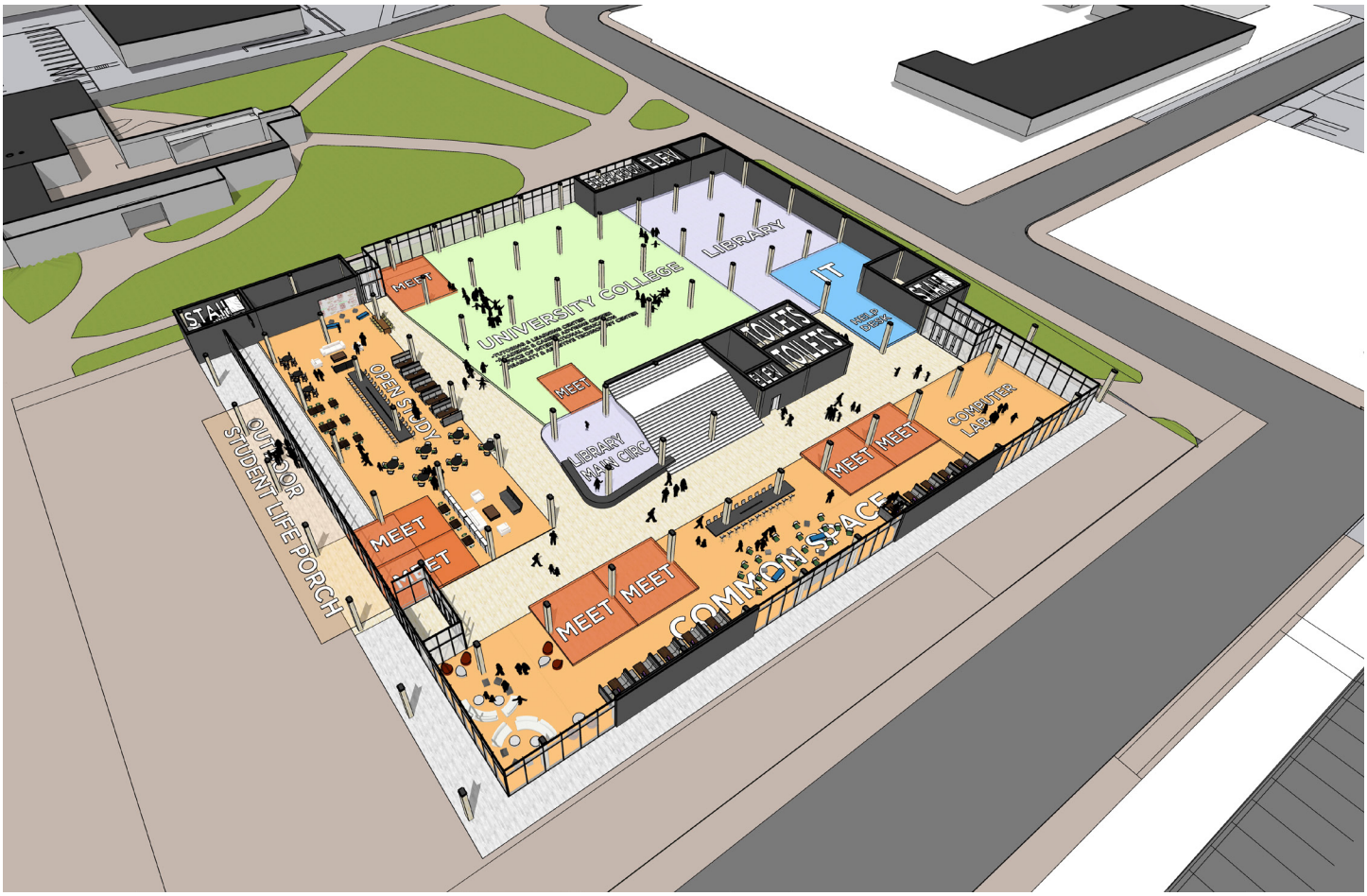
The building entry points and main circulation routes feed directly into a centralized grand stair that encourages stair usage, while creating a stronger and more continuous connection to the levels above. This strategy serves to increase wayfinding and discoverability, and dissolves the barriers that often develop between stratified floor plates, limiting the flexibility of the facility. A passenger elevator will be located near the grand stair with a service elevator serving back-of-house functions.

In direct contrast to the existing facility, the new facility will seek every opportunity to bring in natural daylight. Pairing the vertical circulation and wayfinding strategy with a series of "micro-atria" not only serves the purpose of bringing light deeper into the floor plate, but also will magnify the opportunity for clear circulation patterns and for developing strong physical, visual, and psychological connections between floor levels.

D. Structure, Enclosure, and Identity

Stevens Point is campus culture that is uniquely positioned to embrace a highly sustainable building, with direct visual connections to nature, and in particular, the woods – Schmeeckle Reserve being the most prominent campus example. It is in this spirit that we envision the use of a structural system that is expressed, repetitive, and beautiful. There are a variety of options to reach this goal, but one that particularly meets these unique metrics is a CLT (Cross Laminated Timber) structure. We look forward to exploring this option further during Preliminary Design phase, developing the INSIDE-OUT nature of this project.

The building's exterior enclosure is an immense opportunity to signify the importance of this project on campus, and signal to students the variety of interior spaces inside. The interior will want to be highly visible from the outside – through areas of glazing – while still protecting some of the more sensitive interior spaces that will need shade from direct light. As a campus building that will be occupied later hours, it is imperative that the life of the building is expressed in a meaningful and direct way. As a building faces in multiple directions, with no true "back", there is an opportunity to develop this personality on multiple levels, to address these unique views, pathways, and connections. This building will be critical in shaping the identity of this edge of campus, and will continue to serve as an entry point for many to the University.



MAIN LEVEL

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SECOND LEVEL

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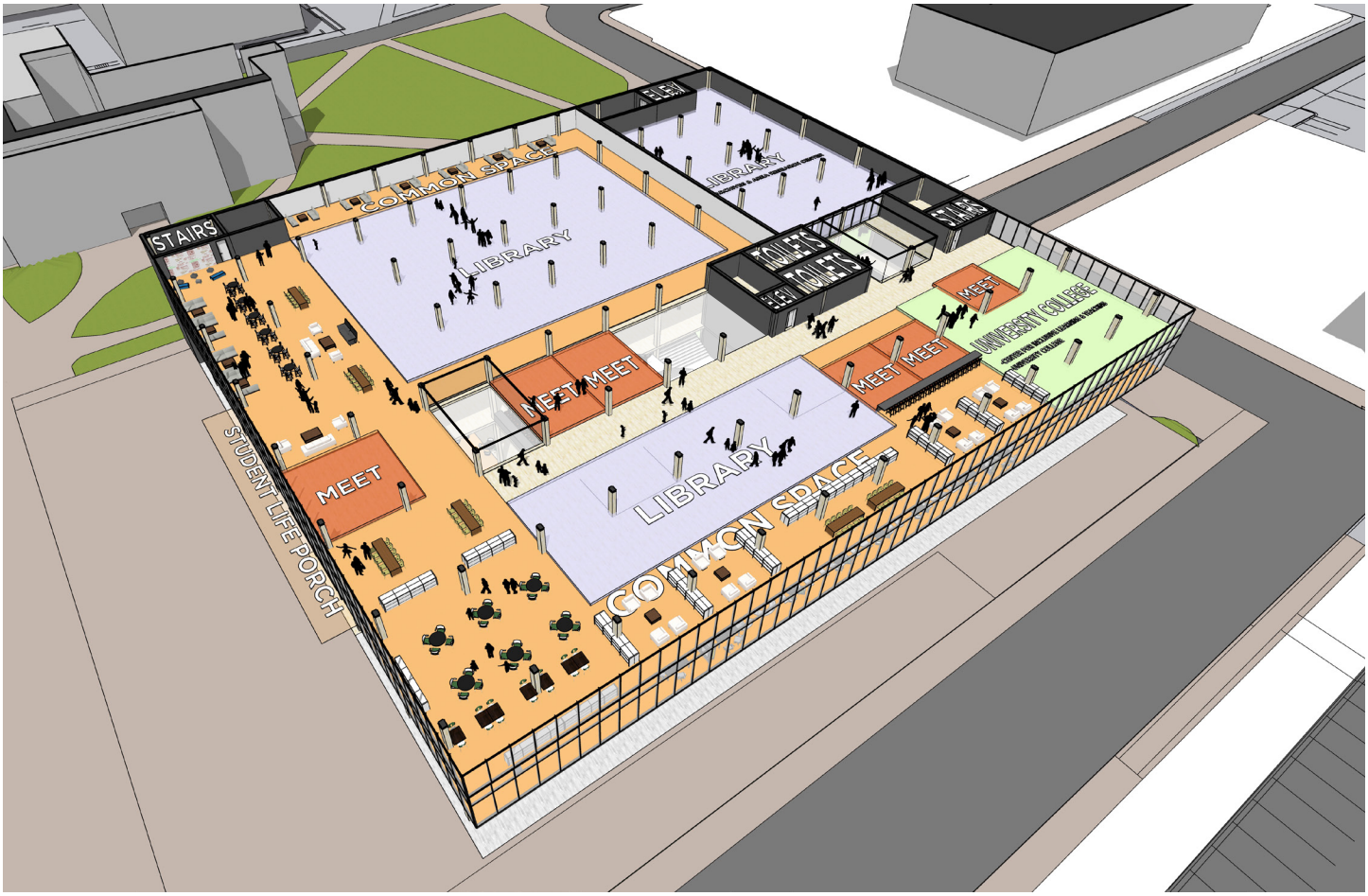

THIRD LEVEL

NORTH
NOT TO SCALE

b. Structural

The information provided herein establishes general criteria for the New Albertson Hall structural system for the Pre-Design Phase of the project:

Superstructure Gravity System:
The building superstructure, designed for office, public assembly, and library occupancy, will consist of (primarily) exposed mass timber elements. The gravity system will incorporate one-way spanning CLT (cross-laminated timber) floor panels. For larger spans, and/or heavier occupancy loading, the team will review compositely attaching the CLT panels to a lightweight concrete topping slab above, which will provide improved structural, acoustical, and fire performance. The CLT panels will then be supported on a series of glulam beams and columns below. The column grid will be coordinated to maximize the efficiency of the mass timber elements (CLT panels and glulam beams), while remaining faithful to the architectural intent.

Superstructure Lateral System:
The structure's lateral system will consist of masonry or cast-in-situ reinforced concrete core walls, centered about the building's interior vertical transportation (stair/elevator) elements. Steel ledge angles and composite slab reinforcement will be utilized to transfer diaphragm forces to the structure's lateral system.

Structural Foundations:
Based on the existing foundation system, it is anticipated that the New Albertson Hall foundations will consist primarily of shallow foundations (isolated, continuous, mat, or spread footings). Due to the light-weight of the superstructure above (mass timber), it is also anticipated that the foundations will be approximately the same size as, or smaller than, the existing elements. There is also the potential to reuse the existing foundations, either by locating columns directly on the existing footings, or through a series of transfer members at the foundation level to integrate the old and new grids. All items above will need to be confirmed by, and reviewed with, an additional geotechnical investigation, to be completed in an upcoming phase of the project.

A typical 6" slab-on-grade is expected throughout the structure, with a thicker slab (8") anticipated at areas of heavier loading, e.g. loading docks. It is currently assumed that the slab will not have to resist any temporary hydrostatic head.

Figure 1.01 Mass Timber System Isometric (Library Load Areas)

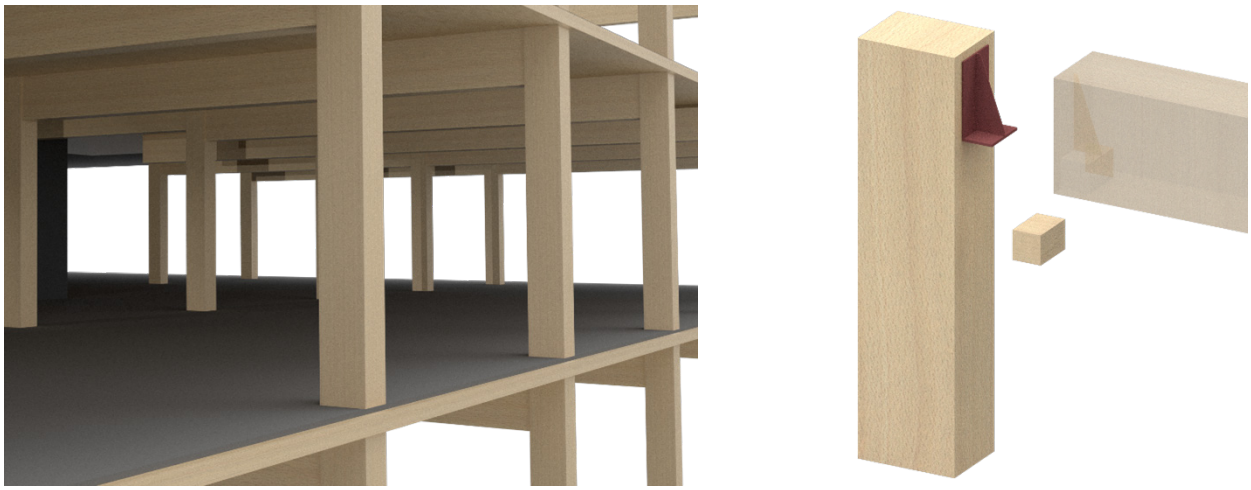

Figure 1.02 Mass Timber System Isometric (Lighter Load Areas)

c. Plumbing and Fire Protection Systems

c1. Plumbing

A. General System Scope

A new complete plumbing system will be provided for the facility.

B. Design Parameters

The following codes and guidelines will be followed:

1. Wisconsin Administrative Code.

2. Chapter SPS 362 – Buildings and Structures which adopts portions of the 2015 International Building Code.

3. Chapter SPS 380-387 - Plumbing.

4. DFD Plumbing and Fire Protection Design Guidelines dated 10/01/2012.

5. Chapter SPS 363 – Energy Conservation which adopts portions of the 2015 International Energy Conservation Code.

C. System Description

The plumbing design will include the following systems:

1. A 6" combination water service (Designed by the Civil Consultant) will provide potable and fire suppression systems. Domestic water will be metered per requirements of the Steven's Point water utility with bypass piping.

2. Interior sanitary waste system routed to the side of the building. Exterior laterals, from inside the building foundation wall to the site, will be designed by the Civil Consultant.

3. Interior vent system will serve the fixtures connected to the sanitary system and will route through the roof.

4. Interior stormwater will collect all the roof drains and will be routed underfloor out the north and south sides of the building where they will connect with the exterior storm sewer. Secondary stormwater drainage will be discussed in design, but we anticipate scuppers will be provided.

5. Clearwater waste and vent system will be routed throughout the building and serve various clear water waste equipment drains. The clearwater waste system will tie indirectly into the stormwater system at the lowest level.

6. Domestic potable cold, hot, and hot water return systems.

7. 120°F hot water system for general plumbing fixture.

8. Low flow commercial plumbing fixtures including sinks, lavatories, water closets, urinals, hose bibbs, and electric water coolers.

E. Equipment

1. The following plumbing equipment will be specified:
   a) Centralized steam fired water heaters will be provided.

2. One Cemline, double wall, 15 GPM, 10 PSI inlet pressure, steam fired semi-instantaneous water heater with 30 gallons of storage set at 120°F will be provided to serve the hot water system.

3. Domestic hot water recirculation pump:
   a) Pump will be controlled by an aquastat with a 10-degree temperature differential.

4. Sump pumps and sewage ejectors:
   a) Sump pumps and sewage pumps will be provided as applicable for the space.

F. Materials

Materials, fixtures, and equipment will follow DFD design guidelines. The materials include:

1. Schedule 40 PVC or DWV solid wall below ground sanitary and vent piping.

2. Schedule 40 PVC or DWV solid wall below ground clear water waste and vent piping.

3. Schedule 40 PVC or DWV solid wall below ground storm water piping.

4. Schedule 40 PVC or DWV solid wall above ground sanitary and vent piping.

5. Schedule 40 PVC or DWV solid wall above ground clear water waste and vent piping.

6. Schedule 40 PVC or DWV solid wall above ground storm water piping.

7. Corrosion resistant hanger materials in wet areas.

8. Valves with stainless steel trim.

9. Piping Insulation per options available in the DFD master specification, 22 07 00.

c2. Fire Protection

A. General System Scope

A new complete fire suppression system will be provided for the facility.

B. Design Parameters

The following codes and guidelines will be followed:

1. Wisconsin Administrative Code.

2. Chapter SP 362 – Buildings and Structures which adopts portions of the 2015 International Building Code.

3. National Fire Protection Associated Standard 13 (2019).

4. National Fire Protection Associated Standard 14 (2019).

5. DFD Plumbing and Fire Protection Design Guidelines dated 10/01/2012.

C. Fire Protection Description

1. The fire suppression system will provide sprinkler protection per the following design classifications as described per NFPA 13 and NFPA 14:

a) General Offices	Light Hazard
b) Classrooms	Light Hazard
c) Mechanical Rooms	Ordinary Hazard - Group 1
d) Storage Rooms	Ordinary Hazard - Group 1 or 2
e) General Purpose Library Spaces	Light or Ordinary Hazard depending on fuel loading of the space. Amount, heights, and spacing of shelving will affect fuel loading.

2. Wet Class I standpipes will be provided within the exit stairwells.

3. Each level will be a separate sprinkler zone.

4. A double detector check valve with spring loaded swing check valves will be provided to isolate the system from the plumbing potable water.

5. The archives area will be served by a Single Interlock Pre-action System (SIPS) to protect the contents with the archives area. A SIPS system requires both a sprinkler and smoke/heat detector to active before the sprinklers will discharge water.

6. The general library spaces and office spaces will be served by a wet sprinkler system.

7. A fire pump may be required to serve the sprinkler system depending on the final height of the building and any associated penthouse. The City water pressuring is only 61 psi residual at 1150 gpm. Based on preliminary height information it is unlikely a fire pump will be required, but this will be confirmed in preliminary review phase once building heights are known.

8. The data center will be served by a chemical agent fire suppression system or SIPS system dedicated to the server room. Additional conversations with UW-Stevens Point and DFD will occur to confirm this decision.

D. Materials

Materials will follow DFD design guidelines and specifications and include:

a) Schedule 40 minimum black steel pipe for all threaded pipe in the wet sprinkler system.

b) Schedule 40 minimum black steel for 2" and smaller piping in the wet sprinkler system.

c) Schedule 10 minimum black steel for other piping connection types in the wet sprinkler system.

d) Schedule 40 galvanized steel for all piping connected to the SIPS system.

e) Flexible sprinkler drops in accessible ceiling spaces.

f) Color coordinated concealed sprinklers.

d. Mechanical Systems - Heating, Ventilating, Air Conditioning

A. Applicable Codes and Standards

1. The following are the applicable Codes:
   a) Wisconsin Administrative Code.

   b) Chapter SPS 362 – Buildings and Structures which adopts portions of the 2015 International Building Code.

   c) Chapter SPS 363 – Energy Conservation which adopts portions of the 2015 International Energy Conservation Code.

   d) Chapter SPS 364 – Heating Ventilation and Air Conditioning which adopts portion of the 2015 International Mechanical Code.

2. The following Standards will be used for this project:
   a) DFD HVAC Design Guidelines dated 02/18/2015.

B. HVAC Design Conditions

1. Outside:
   a) Summer: 87°F dry bulb, 77°F wet bulb.
   b) Winter: -20°F.

2. Inside Space (library & office areas)
   a) Cooling Design: 76°F, 60% RH maximum.
   b) Heating Design: 68°F, no humidification.

3. Exhaust Rate:
   a) 75 cfm/toilet fixture.
   b) 2 cfm/sq ft or 75 cfm for janitor closets.

4. Special Conditioned Rooms
   a) Archives
      1) Winter: 68°F with 35% RH.
      2) Summer: 70°F with 50% RH.
      3) Humidification setpoints will transition at 1% per day when switching for seasonal changes. Actual humidification within the space will vary more drastically during this transition but will be maintained between 35% RH and 50% RH during the transition.

C. Outside Air Ventilation

1. Ventilation rates will be based on American Society of Heating, Refrigeration and Air Conditioning Engineers (ASHRAE) Standard 62.1-2007. SPS 364 Table 364.0403 will also be used to determine ventilation rates. The greater of the two (2) criteria will be used to determine the ventilation rates.

D. Sound Level Guidelines

1. Indoors: HVAC related noise will conform to the 2011 ASHRAE Application Handbook, Chapter 48, Sound and Vibration Control, Table 1.

a) Private Offices	NC/RC30
b) Open Office	NC/RC35
c) Corridor/Lobby	NC/RC40
d) Conference Rooms	NC/RC30
e) Classrooms	NC/RC 30
f) Staff/Break Rooms	NC/RC40
g) Open Library Space	NC/RC30

*Room criteria per ASHRAE will be in the approximate range of this level.

E. Temperature Controls

1. All controls will be DDC with electric actuation. Controls will be tied into the campus Johnson Control System. DDC panels will be located throughout the building as required to provide adequate capacity.

F. Testing, Adjusting, Balancing

1. The HVAC systems will be tested, adjusted, and balanced in accordance with NEBB or AABC standards and procedures and in accordance with DFD requirements.

G. Heating System

1. The building will use high pressure steam, generated by the campus physical plant. The existing high-pressure steam main entering the building in the box conduit will remain. High pressure steam will be reduced to 10 psig within the new ground floor mechanical room with a parallel 1/3 – 2/3 pressure reducing valve arrangement. A safety relief valve set to 15 psig and drip pan elbow will be provided with the relief routed to the roof. A condensate meter will be used to meter all condensate usage for the building. A bypass will be provided around the condensate meter to allow for servicing.

2. A base mounted condensate receiver will be installed in the mechanical room near the heat exchangers and PRV station to collect all condensate and return it to the central plant. Duplex pumps will be installed for the condensate receiver.

3. Low pressure steam will be routed to two (2) steam-to-water shell and tube heat exchangers to produce heating hot water for the building. Each heat exchanger will be sized for roughly 70% of the building heating requirements. A 1/3 – 2/3 control valve arrangement will be used for to control the steam to the heat exchangers. Two (2) float and thermostatic steam traps will be installed for handling the condensate from the heat exchanger. Each trap will be sized for 100% of the condensate from the heat exchanger.

4. Low pressure steam will be routed to the air handling units located in mechanical rooms in the penthouse to serve the air handling unit heating coils.

5. The low-pressure steam will be extended to the domestic water heater which will be provided by the plumbing contractor. All traps and controls for the domestic water system shall be provided with the water heaters.

6. Low pressure steam will also be extended to duct mounted humidifiers serving the archives area.

H. Heat Distribution

1. Heating water will be produced by two (2) steam-to-water shell and tube heat exchangers located in a mechanical room. Two (2) base-mounted heating water pumps with variable frequency drives will be used to distribute the heating water to all terminal heating coils in the building. The heating water pumps will each be sized for 100% of the flow to provide a fully redundant pump. The variable frequency drives will be controlled by a differential pressure in the system piping.

2. A bladder type expansion tank, side stream filter with pot feeder and air separator will be installed as part of the heating water system. Makeup water will be provided to the heating water system by the domestic water system through a back-flow preventer provided by the plumbing contractor to protect the domestic water system.

3. Air handling units will be heated with low pressure steam. Coil types will be determined based on coil entering air temperatures.

I. Cooling System

1. Chilled water, generated by the campus physical plant, will be used for building cooling. A BTU meter will be added in the building main to record the chilled water usage for the building and to report through the campus Johnson Control System.

J. Cooling Distribution

1. Chilled water will be routed from the Ground Floor Mechanical Room to the air handling units located in the penthouse.

2. Tertiary chilled water pumps are not required for the building due to the campus chilled water differential pressure per discussions with campus maintenance.

K. Heating and Cooling System Piping

1. All heating water and chilled water within the building will be installed per DFD standards. Hydronic piping 2” and smaller will be copper with soldered joints. Hydronic piping 2-1/2” and larger will be welded steel. Mechanically grooved pipe connections will not be allowed on the project.

2. Low pressure steam piping 2” and smaller with be threaded or welded Schedule 40 steel. Low pressure steam piping 2-1/2” and larger will be welded steel. Condensate piping will be schedule 80 welded or threaded steel.

L. Air Systems

1. Air Handling Units & Associated Distribution

   a) All air handlers will be provided with MERV 8 pre-filters and MERV 11 final filters. Economizer will be provided for all air handling units. Energy recovery will be reviewed and provided where economical or where required per energy code.

b) General Building Spaces

1) Air handling equipment will be provided to heat, cool, and ventilate the general building spaces.

2) Modular air handling units will be provided to serve the spaces. The units will be variable volume. Terminal air boxes with reheat will serve each zone.

3) Each air handling unit will consist of supply fan(s), return/relief fan(s), preheat coils, and cooling coils. Multiple supply and return fans may be required to accommodate smaller unit lengths to fit within the current mechanical room and allow installation of the units.

4) Occupancy sensors and CO2 sensors will be interlocked with terminal air units where feasible to reset outside air levels when spaces are at reduced occupancy levels.

M. Space Zoning

1. Office spaces will have a single terminal air box serving multiple offices based on like exposure and space usage. No more than three (3) offices will be zoned together. Occupancy sensors may be tied into the terminal air control to reduce or shut off air flow when space is unoccupied.

2. Open library/lounge areas will be provided with multiple terminal air boxes to provide proper temperature control for the various spaces.

N. Toilet Rooms

1. Toilet rooms will be exhausted via exhaust fans or an energy recovery unit located in the penthouse.

O. Exterior Exposures

1. Fin tube radiation will be provided at all exterior exposures where glazing is present.

P. Utility Rooms and Stairwells

1. Mechanical spaces, stairwells, and other non-occupied utility spaces will be heating only and served with unit heaters or cabinet heaters.

2. The ground floor mechanical room that will house the steam equipment will be provided with supply and exhaust fans to cool the space with outside air.

3. Technology rooms will be provided with terminal air boxes from the air handling system to cool the space.

4. New elevator machine rooms will be provided with duct free split systems to cool the space.

Q. Archives

1. Archive spaces recommend MERV 15 filters with humidity levels that do not rapidly change.

2. The archives area will have a dedicated air handling unit to serve the space. The air handling unit will include a humidifier to maintain the area at appropriate humidity levels throughout the year.

3. The archive area will be conditioned with six (6) air changes per hour to assure uniform temperatures, humidity, and filtration throughout all portions of the archives area. This strategy will be discussed during preliminary design.

4. A duct mounted cooling coil will be provided in the minimum outside air duct serving the AHU to reduce moisture levels within the ventilation air.

5. Humidity sensors and temperature sensors will be added to the space for control of the new terminal air boxes, reheat coils, and humidifiers to maintain space temperatures and humidity per the HVAC Design Conditions section of this report.

6. A condensing unit will be provided to serve the archives system air handling unit to allow cooling and dehumidification when the campus chilled water system is not operational.

R. Data Center

1. The Server Room/Data Center will be served from dedicated computer room units within the space. These will be arranged to provide hot aisle cold aisle type arrangement.

2. The computer room units will likely have compressors integral to the computer room units and have a remote fluid cooler system served with glycol. This will allow fewer restrictions than a traditional condensing unit system and allow energy savings in the winter months with reduced operating cost.

3. The computer room unit will have integral humidifiers for humidity control within the space.

S. Air Distribution

1. Air Handling Units are anticipated to be located on in the penthouse or top floor of the facility. Ductwork will be routed from the air handling units to serve the spaces. Exact zoning of the air handling units will depend on the final floor plan layouts.

2. A separate dedicated AHU will serve the Archives area.

3. A fully ducted return system is planned for the building.

Albertson Hall, Level 1

e. Electrical Systems / Lighting

A. Applicable Codes and Standards

1. The following are the applicable Codes:
   a) Wisconsin Administrative Code
   b) National Electrical Code 2017
   c) Chapter SPS 316 – Electrical which amends and adopts portions of NEC 2017
   d) Chapter SPS 362 – Buildings and Structures which adopts portions of the 2015 International Building Code
   e) Chapter SPS 363 – Energy Conservation which adopts portions of the 2015 International Energy Conservation Code

2. The following Standards will be used for this project:
   a) DFD Electrical Design Guidelines dated 01/22/2018.

B. Lighting

1. Lighting will be served at 277 volts primarily. 120 volts would only be used for limited applications when a 277 volt option is not available or where a decorative pendant style or low voltage decorative lighting requires 120V.

2. LED fixtures will be used for all interior lighting. Color temperature will be 4100K.

3. New site and exterior lighting will be LED. Color temperatures will be determined with the campus and civil/site designer during design.

5. Lighting levels will be designed with IESNA recommended light levels for best practice and lighting controls will comply with IECC 2015.

6. Controls: Occupancy sensors will be used throughout. Dimming controls will be provided in all huddle rooms, conference rooms, offices, and classrooms. Digital time switches will be used in rooms where obstacles make occupancy sensors undesirable. Mechanical and electrical rooms will have manual switching only due to safety concerns. Interior light sensors with automatic dimming control of fixtures within daylight zones will be used where access to daylight can provide sufficient illumination.

7. Centralized Controls: A new centralized control system will be provided for the building to provide automatic control for public spaces, corridors, and larger open areas. Large open areas of library space and open office space shall use automatic programmed controls along with occupancy sensors and other autonomous controls.

C. Power

1. A new medium voltage switch and incoming electrical vault will be provided in the building on the north side of the building on first floor. The new switch lineup will consist of two (2) non-fused loop switches and one fused feeder switch. A new 1000 KVA transformer shall also be provided with new loop switches and a new fused switch.

2. A 480/277 volt, 1600A main switchboard will be provided and will be in a secondary main electrical

room near the new medium voltage vault. A 480:208/120V transformer, size TBD, shall serve a 208/120V, 3-phase 4-wire distribution panel that will serve 208/120V risers for the building.

3. 480/277 volt and 208/120 volt general power branch panels will be placed and provided on each floor in stacked electrical rooms.

4. Electrical risers shall be provided to serve the stacked rooms. Two (2) electrical room per floor, with additional extensions to dedicated distribution panels in main mechanical rooms located in the penthouse.

5. Electronic secondary metering will be incorporated on all major distribution switchboards that are provided.

6. Surge protection (SPD) for all main switchboards and distribution panels will be used.

7. General purpose and specific use receptacles will be provided based on the requirements of the Users and current version of the National Electrical Code.

8. In general, six (6) receptacles shall be the maximum connected to any one branch circuit. Due to layout constraints, not every circuit will be maximized to six (6) devices. The maximum load on any one circuit shall not exceed 12 amps.

9. Miscellaneous equipment with a load greater than 3 amps should be connected to a dedicated circuit. Equipment less than 3 amps can be circuited with general-purpose receptacles but the connected load for the circuit shall not exceed 12 amps.

10. No more than two (2) workstations should be served by any one branch circuit.

11. Receptacles will be placed around the perimeter of the rooms as required, with an estimated duplex outlet every 12'-0". Floor outlets will be utilized where required to support equipment provided.

D. Emergency Power

1. The emergency power system will consist of a standby emergency generator rated at 100kW, 480/277 volt, 3-phase, and 4-wire.

2. The generator shall be exterior and placed near the main electrical room location to keep feeder routings short into the building.

3. An emergency electrical room will be placed adjacent to the main incoming normal power electrical room and shall house all transfer switches and emergency distribution equipment.

4. New transfer switches will be provided to create branches of power for emergency (NEC 700 and optional stand-by (NEC702). Multiple transfer switches will be provided for optional stand-by from each generator.

5. All transfer switches shall be open transition.

6. All components of the emergency branch shall be fully selectively coordinated to comply with NEC requirements. This shall be done with fusible branch panelboards.

7. The generator shall serve loads as noted below:
   a) Exit and egress lighting.
   b) Fire alarm.
   c) Emergency voice/alarm communication systems.
   d) All elevator cab lighting.
   e) DDC Panels.
   f) Heating water pumps.
   g) Condensate return pumps.
   h) Sewage ejector pumps.
   i) Sump pumps.
   j) Technology equipment and associated cooling.
   k) Miscellaneous loads as required by the user groups.
   l) Data Center equipment and associated cooling.
   m) Service Elevator - Requested by campus, to be served by optional power.
   n) Passenger Elevator - To be confirmed during design based on generator sizing.

E. Sustainability

The project will consider the inclusion of DFD's new Sustainability Guidelines published in August of 2020.

1. Per DFD's sustainability guidelines, this project shall achieve a minimum of 1% energy sourced from an onsite renewable source. For this project, Photovoltaic (PV) solar panels shall be provided.

2. A system capable of a minimum of 100kW output will be provided on the building roof and serve the building power system.

3. Inverters and all PV associated electrical equipment shall be located within the normal power main electrical room on the first floor.

F. Lightning Protection

1. A lightning protection system will be provided for the building.

2. New copper conductors shall be routed to ground in coordinated concealed locations.

3. Lightning protection system shall be NFPA 780 compliant and installed/upgraded by a certified installer to a U.L. Master Label system.

4. Air terminals shall be no more than every 20' around the perimeter of all roof edges.

5. Copper ground rods shall be installed every 60' around the perimeter of the building.

Existing Albertson Hall viewed from Noel Fine Arts Center

f. Telecommunications Systems - Low Voltage

A. Low Voltage - Applicable Codes and Standards

1. The following are the applicable Codes:
   a) Wisconsin Administrative Code.
   b) National Electrical Code 2017.
   c) Chapter SPS 316 – Electrical which amends and adopts portions of NEC 2017.
   d) Chapter SPS 362 – Buildings and Structures which adopts portions of the 2015 International Building Code.

2. The following Standards will be used for this project:
   a) DFD Communication Design Guidelines dated 11/7/2016.
   b) DFD Fire Alarm Design Guidelines dated 11/7/2016.

B. Security

1. Card access will be provided for all exterior doors, critical mechanical spaces, telecommunications rooms, any personnel record storage and select interior doors as directed by the User Agency. The electronic safety and security system will be an extension of the existing Cbord platform.

2. An IP based CCTV video surveillance system including PoE based cameras, camera mounts, and licensing shall be provided to cover entrances to the building, all point of sale stations, common areas as directed by the User Agency. The video management system will be an extension of the existing platform.

3. A synchronized clock system will be provided in the building. This will be based on the Primex platform and will include digital series clocks.

4. A code compliant two-way area of rescue assistance communication system will be provided. Call stations will be located in each elevator landing above and below the level of exit discharge.

5. A code required fire fighter emergency radio repeater system will be provided within the building.

C. Communication Systems

1. New telecommunications rooms will be created on each level. Each telecommunication room will house a minimum of two (2) 84” tall data racks that will hold data patch panels, electronic network hardware, a UPS (owner provided) and ground bar. Quantity of data jacks and network electronics will be determined during design and this will determine quantity of data racks to be installed within each Telecommunications room. Telecommunications rooms will have all four (4) walls lined with fire rated plywood coated with two (2) coats of white fire-retardant paint.

2. All cabling to equipment outlets shall meet Category 6A performance requirements and will terminate on rack-mounted, angled modular patch panels. A minimum of one (1) dedicated rack in the building service entrance is required in the main entrance room. Required copper grounding will be housed in the main service entrance room. All telecommunications equipment will be grounded and connected to the electrical service entrance.

3. All patch cables will be provided by Division 27 contractor.

4. Wire basket cable tray will be provided in corridors for routing of communication cable.

5. The building will be designed to provide full WIFI coverage. Two (2) Category 6A cables will be provided in ceilings for each WAP.

6. Backbone for data communications will include 24-strands single mode and 24-strands multimode fiber from the MDF to each telecommunications room. Backbone for voice communications will include 50-pairs of copper UTP from the MDF to each telecommunications room. At the MDF the copper backbone cable will be terminated on 110-type termination hardware. In telecommunications rooms the backbone copper will terminate on rack mounted modular patch panels.

D. Fire Alarm

1. Applicable Codes and Standards

The following are the applicable Codes:

a) Wisconsin Administrative Code.
b) National Electrical Code 2017.
c) Chapter SPS 316 – Electrical which amends and adopts portions of NEC 2017.
d) Chapter SPS 362 – Buildings and Structures which adopts portions of the 2015 International Building Code.

The following Standards will be used for this project:

a) DFD Fire Alarm Design Guidelines dated 11/7/2016.

2. A complete NFPA 72 compliant addressable fire alarm system will be installed. The main fire alarm panel will be installed within the main electrical room. Additional remote LCD annunciators will be located at the main entrances and as required by the local fire department.

3. The existing campus-wide fire alarm network is currently served by Simplex.

4. Notification appliance circuit panels will be sized for 24 hours of standby operation and 15 minutes of alarm.

5. System notification will consist of ADA- and NFPA-compliant audio (voice), visual, and combination audio/visual devices.

6. System initiation will consist of individually addressable analog smoke and heat detectors, addressable fire pull stations, and sprinkler system flow switches.

7. Smoke detectors will be in electrical rooms, storage rooms, equipment rooms, elevator equipment rooms, elevator lobbies, and areas open to the corridor.

8. Duct-type smoke detectors to close smoke dampers and shut down air distribution systems will be provided.

9. Heat detectors will be provided in janitors' closets, elevator machine rooms, elevator shafts, and some mechanical rooms.

10. Pull stations will be located within a travel distance of 200 feet and at all exterior exits.

11. Door unlocking and hold-open devices will be provided for corridor doors per the life safety plans and applicable codes.

12. Sprinkler water flow detection and valve position annunciation will be provided.

13. All fire alarm system wiring will be installed in red-colored conduit.

14. NAC and SLC circuits passing through, but not serving, a 2-hour fire/smoke compartment will be routed in a 2-hour rated chase or will use MI cables.

E. Data Center

1. The existing data center will temporarily relocate to the Communications Arts building when the existing building is removed.

2. A new data center will be created in the new building likely on 4th floor. It is anticipated the data center will require a minimum of fifteen (15) data cabinets and a minimum of ten (10) two-post data racks.

3. New conduit pathways will be required from manholes on the North and South sides of the building. It is anticipated that six (6) new conduits will be required to the South signal manhole, and twelve (12) new conduits will be required to the North signal manhole.

4. Data Center relocation to the Fourth Floor will require the following fiber optic provisions.
   a) Inter-building fiber
      1) Chem/Bio
         - Demo 24-strand multimode and 36-strand single mode from existing data center.
         - Add 24-strand single mode from new data center location.
      2) Collins
         - Demo 36-strand multimode and 10-strand single mode from existing data center.
         - ADD 24-strand single mode from new data center location.
      3) Communication Arts
         - Extend 36-strands single mode from manhole to new data center location. This will require pulling existing fiber back to manhole from current data center location.
      4) Fine Arts
         - Demo 36-strand multimode and 10-strand single mode from existing data center.
         - ADD 24-strand single mode from new data center location.
      5) Marshfield Clinic Champions Hall
         - Demo two (2) 36-strand multimode and two (2) 10-strand single mode from existing data center.
         - ADD two (2) 24-strand single mode from new data center location.
      6) Knutzen
         - Demo 36-strand multimode and 10-strand single mode from existing data center.
         - ADD 48-strand single mode from new data center location.
      7) Natural Resources
         - Demo two (2) 36-strand multimode, one (1) 36-strand single mode and one (1) 10-strand single mode from existing data center.
         - ADD two (2) 24-strand single mode from new data center location.
         - Extend 12-strands single mode from manhole to new data center location. This will require

pulling existing fiber back to manhole from current data center location.

8) Professional Studies
   - Demo 36-strand multimode and 10-strand single mode from existing data center.
   - ADD 24-strand single mode from new data center location.

9) Roach
   - Demo 36-strand multimode and 10-strand single mode from existing data center.
   - ADD 48-strand single mode from new data center location.

10) Science East
   - Demo 36-strand multimode and 10-strand single mode from existing data center.
   - ADD 24-strand single mode from new data center location.

11) Science West
   - Demo 36-strand multimode and 10-strand single mode from existing data center.
   - ADD 24-strand single mode from new data center location.

12) Steiner Hall
   - Extend 48-strands single mode from manhole to new data center location. This will require pulling existing fiber back to manhole from current data center location.

13) Student Services
   - Demo 36-strand multimode and 10-strand single mode from existing data center.
   - ADD 48-strand single mode from new data center location.
   - Extend 72-strands single mode and 96-strands single mode from manhole to new data center location. This will require pulling existing fiber back to manhole from current data center location.

14) CAN/CCI/UW Systems (Marshfield connection)
   - Extend 96-strands single mode from manhole to new data center location. This will require pulling existing fiber back to manhole from current data center location.

15) CCI/UW Systems (Wausau connection)
   - Extend 36-strands single mode from manhole to new data center location. This will require pulling existing fiber back to manhole from current data center location.

b) Intra-building fiber

1) Cellular Providers
   - Data center to Penthouse.
   - Demo 8-strand single mode and 12-strand single mode from existing data center.
   - ADD 24-strands single mode fiber to the Penthouse from new data center.

c) Service Provider owned fiber that will require revision are listed below. It is anticipated that the service providers will be involved in this work:

1) WIN
   - 144-strands single mode will need to be extended from manhole to new data center location.
   - 72-strands single mode will need to be extended from manhole to new data center location.

2) AT&T
   - 4-strands single mode will need to be extended from manhole to new data center location. It is assumed that there are more than 4-strands in this cable but is not confirmed.

3) City of Stevens Point
   - 12-strands single mode will need to be extended from manhole to new data center location. Serves Well # 11.
   - 12-strands single mode will need to be extended from manhole to new data center location. Serves Airport.

4) Charter
   - 6-strands single mode will need to be extended from manhole to new data center location. It is assumed that there are more than 6-strands in this cable but is not confirmed.

g. Audio / Visual

INTRODUCTION
This report provides audiovisual recommendations for the University of Wisconsin – Steven's Point – Albertson Hall Renovation (Wisconsin DFD Project 19F3E)

This report is based upon our recent discussions with the University faculty, staff and IT/AV staff.

Please contact Audiovisual consultant – Gregory Moquin (gmoquin@smwllc.com, 414.465.9264 mobile) with any questions or comments regarding this report or other audiovisual concerns.

A. COMMON GOALS OF THIS PROJECT

1. Audiovisual technology planning will adhere to Wisconsin DFD guidelines for AV and IT, as well University of Wisconsin – Steven's Point campus standards. The design will also follow AVIXA's AV industry accepted design standards and practices. In some applications, other standards apply including ISO, NFPA, NEC and other building codes.

2. The University has expressed several requirements for this project, including:
   a. Specified technologies should be of same make/model as products and solutions that are the established campus standards, unless approved by the campus IT department. The campus standard includes selected specific product brand series and specific product solutions that have been identified for known level of quality and reliability. The campus standard also supports familiarity by faculty and support staff of the products features and capabilities. Campus technical support staff are also trained to support the product's features and software configuration. Some technologies must also be compatible with existing online software system management solutions.
      1) Should the AV portion of the project be solicited for bid, the sole source of products will require Class-1 approval, congruent with Wisconsin DFD requirements.

      2) Should the AV portion of the project be procured by the campus, then Class-1 approval may not be required. Recently, the campus IT department has procured products and installation services of AV technologies from known state-contract sources.

      3) Specific technologies include:
         a) Room Scheduling Panels for all classroom and meeting spaces. Must be compatible with Microsoft 365 and EMS calendar platforms: Extron TLS series products, 5" panel.

         b) Room control systems: Remote control products will be IT LAN based solution. Room control processors will communicate with campus enterprise resource management application. Control system processor and control panel products will be a range of current available Extron control panel and control processor products e.g. Extron Touchlink Pro series and Extron MediaLink Plus series, configured using current version Extron Global Configurator configuration software and compatible with Extron resource management application - Global Viewer Enterprise.

         c) Conference tables and instructional lecterns may require Electrical/AV table boxes e.g. Extron Cable Cubby/Series 2 without USB charging.

         d) Instructional lecterns are Spectrum Industries brand, preferred.

         e) Wireless video sharing from user devices is currently using latest Extron Sharelink series (Extron ShareLink 250), however the campus is evaluating more current Extron and other product solutions.

         f) Image display technology will be a mix of video projection and flat panel video display.
            • A single video projection product manufacturer is preferred. Currently the preferred video

projection products brand is Panasonic with laser lamps, with lens shift, with HDBaseT/Extron DTP inputs, with remote controlled signal via HDBaseT, RS232 or IR, depending on application and with 3-year warranty.

• A single flat video display product manufacturer is preferred, however the campus prefers either Panasonic or NEC commercial series. Product must include HDBaseT/Extron DTP inputs and remote control via HDBaseT/DTP and RS232.

• For simple applications for displays without additional AV requirements, IR remote control is acceptable. Other brands e.g. LG and Sony are acceptable.

• OLED video displays are not acceptable.

g) Document Cameras

• Campus standard on Elmo brand document camera products, model MX-P2, 1080p resolution, HDMI output.

• Must include security slot for insert of Kensington or Kingston security products.

h) Microphones

• Campus standard for microphone brand is Shure.

• Wireless microphones are Shure PGX-D or Shure QLX-D, depending on application.
  - Other product brands will be considered for approval.

  - All wireless microphone frequencies must be coordinated with campus Academic Technical Services.

• Digital array microphone for ceiling has been Shure MXA910 series, however Shure lost a recent litigation which has resulted in avoiding installation of the Shure MXA910 series as flush ACT ceiling solutions. The product can be installed in ACT ceiling with slight protrusion below the ceiling, or pendant hung from structure above in non-ACT applications. A Dante-enabled product is preferred.

i) Equipment Security

• All equipment that is not secured to walls, ceilings, equipment cabinets and furniture will require securing through security cables e.g. Kensington security cables. Security cables will be provided by campus Academic Technical Services.

b. AV image display technology will be based on 1080p/60 resolutions. Higher resolutions (e.g. 4K/UHD) are not required but will be considered provided that the cost is no higher than typical 1080p products.

c. Most video signal extension, video signal processing, switching and distribution products are now 40/30 capable, and at no additional cost to comparable 1080p/60 capable products. However 4K/60 capable products are of much higher cost, so will be avoided.

d. All meeting spaces will support unified software conferencing e.g. Microsoft Teams, Skype, WebEx, etc. This requirement will require additional audio and video products to support the unified software conferencing. A dedicated Owner-furnished PC computer will be included to support the web conferencing.

e. Electrical/IT/AV floor boxes will be required for lecterns and room-centered meeting tables, to avoid trip hazard from cable harnesses crossing floors.

f. Projection screens:
1) Campus standard is wall-mounted, manual pull-down, by Legrand/Da-Lite Series C, 16:9 format with controlled screen return (CSR).

2) Ceiling recessed manual pull-down screen are acceptable should ceiling heights or wall mounted white boards prevent wall-mounted solutions.

3) Screen fabric on frame is also acceptable for some applications.

g. All flat screen video displays (FPD) and other AV technologies (e.g. AV sound bars and video cameras for web conferencing) must be mounted in compliance with American Disabilities Act requirement to not exceed 4" protrusion from wall surfaces into the circulation path." As per DOJ "2010 ADA Standards for Accessible Design", 9/10/2010, section 307.2 "Protrusion Limits". Tilt adjustable solutions are preferred, provided the tile does not violate the ADA protrusion requirement. Tilting requirement typically causes FPDs to not be compliance without requirement for recessed in-wall solutions. The Consultant will review each mounting condition with the Architect to ensure compliance with ADA.

h. Equipment Asset Management
1) The Campus maintains an inventory of AV products used throughout the campus.

2) The AV systems integrator will be required to provide a listing of all provided products, including serial numbers, and if IP-enabled, the product's MAC address and coordinated IP address configuration.

3) The campus will provide product asset tags.

B. ACOUSTICAL REQUIREMENTS

1. Noise levels from HVAC systems should be minimized in all instructional and meeting spaces. High noise levels from HVAC systems can make speech intelligibility difficult for instructors and during electronic audio & video conferencing.

2. Campus has requested recommending the use of sound deadening materials in spaces with large amounts of hard, sound-reflective surfaces such as glass. Where such materials are present, efforts to control sound reverberation should be made by adding sound absorption materials or sound deadening panels.

3. Refer to acoustical consultant's recommendations.

C. 4K/UHD TECHNOLOGY

1. The following is intended as informative information only:
a. The cost of professional video signal extenders, switching, digital processing and distribution at UHD/30 resolution is roughly the same as 1080p/60, however if UHD/60 is desired there is a cost premium, as at 60 frames/second requires twice the data rate.

b. Unfortunately, while medium and large size flat screen (LCD/LED) video displays supporting 4K/UHD resolution are commonplace, achieving large image projection display at 4K resolutions is currently cost prohibitive, and in some cases not yet achievable. Some 4K video projectors accept 4K/UHD sources, but only project at 2K resolutions.

c. While video image projection is simple to decide, projecting any resolution on a given image space size, Direct View multi-color LED (DvLED) displays are becoming the more common solution, as costs of this technology are dropping, but DvLED requires other design considerations:
1) DvLED is typically an array of multi-color LED panels, of chosen pixel pitch size and fixed resolution, tiled together to create a desired image size or resolution. The larger the pixel, the fewer pixels &

resolution per panel, thus resulting in lower resolution overall than smaller pixel size LED pixels. However the larger the pixel pitch, the lower the cost...and the smaller the pixel pitch, the higher the cost.

2) DvLED is now available in pixel sizes as small as .7mm, however at this size pixel, is extremely expensive. Currently the recommended pixel size for close viewing (>10' viewing distance) is 1.2mm. At this pixel size, a 16'x9' array of 1.2mm pixel tiles would offer a UHD resolution at cost of close to $500K, including installation with finish casework and structure. Increasing the pixel size to 1.5mm will lower cost but will also lower the overall resolution from 4K to 1080p and increase the viewing the distance to >20' for smaller font sizes (12pt).

D. IT SERVICES FOR AV TECHNOLOGIES

1. In the past 20 years, AV technologies have slowly migrated from analog products managed by IT networks to digital products that are IT technologies. While AV control communication and configuration features have relied on IT networks for the past 15 years, in the past 10 years, AV signals have migrated from proprietary AV-over IT cabling solutions to the embracing of streaming audio and video technologies, as well as Internet web conferencing. As such, important discussions with the campus IT department are required to discuss the impact AV products may have on established IT networks. For example, a separate isolated physical IT network may be required. Solutions may need to support the high data rates of AV technologies, while also protecting the campus IT network from potential network security issues.

2. The buzz word for the past 5 years has been 'Collaboration' technologies, however with the current pandemic, support of internet web conferencing and development of touchless interaction and meeting space automated usage monitoring has taken precedence.

3. The campus IT department has confirmed that all AV IT-enabled products will be connected direct to campus IT network switches over campus managed IT cabling, avoiding AV provided networked, unless otherwise agreed.

4. For larger applications like lecture halls, with large quantity of AV products requiring IT network connectivity, it may be prudent to locate a campus IT managed network switch within an AV equipment cabinet. These conditions must be discussed with the campus IT department.

5. The AV systems integrator will be required to provide a listing of all provided products, including serial numbers, and if IP-enabled, the product's MAC address and coordinated IP address configuration.

6. Campus requires that all AV hardware which supports network connectivity be connected to the campus's IT network, typically in the AV-Intranet VLAN, with the exception of projectors and FPDs. Projectors and FPDs, which are managed through the system's AV control system and therefore are not required to be networked, but may be networked where network control is desired.

7. All networked devices should be coordinated with campus Academic Technical Services, named according to campus naming conventions, configured to DHCP, and communicate via host name (not IP). Where devices cannot be configured to communicate via hostname, DHCP is required and DHCP reservations must be coordinated with campus Academic Technical Services..

E. AV SIGNAL DISTRIBUTION

1. It is our recommendation that Audio, Video, and Control distribution throughout the building be accomplished via utilization of the UTP/Fiber cable plant pathways and MDF/IDF distribution closets.

2. We would also recommend that all rooms equipped with audio visual equipment have provisions for proper electrical infrastructure (cable pathways, junction boxes, etc.) and that the use of standard UTP and Fiber cabling be used for signal distribution where ever possible between the MDF, IDF's, meeting rooms and offices. By implementing this type of approach, the system will allow for easy routing of audio

and video signals, as well as to centralize the control, maintenance and monitoring of the AV systems. This approach will also allow the systems to be upgraded with future technologies without substantial reconstruction.

3. By utilizing the MDF and IDF rooms for non-room essential AV equipment such as amplifiers and signal processors, we will also be able to reduce length of costly copper cabling, reduce power consumption and minimize space impact on the individual rooms by consolidating and sharing components between venues. This will increase the overall system security and reliability.

4. For AVoIP applications, the campus has standardized on Extron NAV AVoIP products. Where appropriate, networked AV signal distribution may be used. Networked AV products must be coordinated with campus IT. It is preferred that the endpoints be directly connected to campus' converted network, however this must be coordinated with campus IT. Where an isolated network is used for the endpoints, the Extron NAVigator AVoIP management must be connected to campus' network, AV-Intranet VLAN, via it's out-of-band (OOB) port. Networking work must be coordinated with campus Academic Technical Services.

F. AV CONTROL & MANAGEMENT SYSTEM

1. It is recommended that Audiovisual systems should be managed globally by IT/AV staff, using with a centralized control approach.

2. Equipment should be able to communicate via the IP network with a master control and monitoring system to provide health status and other management functions.

3. Wall-mounted user interface controls should be easily accessible within the room.

4. Wireless remote controls should be provided in key areas with security provisions for systems in public spaces.

5. Control of audiovisual functions should be available in a familiar Internet browser format, accessible by authorized users anywhere in the LAN. The addition of devices to campus' management system is required for all Extron MLC Plus and TouchLink Pro remote control systems. This work must be coordinated with campus Academic Technical Services.

6. In addition to typical room functions, audiovisual control systems can support LEED and Pandemic-safe applications, including room scheduling, monitoring room usage, providing metrics of room usage, alerting occupants to take a break for health and safety, and automatic system power savings.

G. ROOM SCHEDULING PANELS

1. There is an industry trend to include IT-networked Room Scheduling Panels (RSP) are for classrooms and shared meeting spaces to support schedule and resource management of these spaces. These interactive RSP panels are clients on an enterprise IT network, displaying the online administrative calendar of the space's usage and graphics/branding. Most of the common enterprise calendar applications are supported, but typically RSP systems will only support one of the many calendar applications at a time.

2. At this time, campus does not require RSPs for this project, however campus is considering this feature. The RSPs product must be compatible with the campus Microsoft 365 and EMS calendar platforms.

3. Campus is currently evaluating product solutions, so currently no product standard.

4. Although discussed as an available option, a larger centrally accessible touch screen supporting wayfinding to RSP-enabled rooms is currently not required.

H. DIGITAL SIGNAGE DISPLAYS

1. Digital Signage is a broad term intended to describe the use of digital video display technology for the display of content for general information and messaging, way-finding, LEED statistics, and other visual information is distributed via a digital signage system with video displays strategically positioned throughout the facility, with IT-networked media players which support upload of content configured by software resident on user computers, and transmitted to the media players via the network. These digital signage applications can also support interactive applications.

2. Digital signage content solution can be interactive (using touch sensitive video displays) or non-interactive displays.

3. The campus has installed digital signage displays for other buildings, and has standardized on NEC V series products with OPS slot and It-enabled Brightsign media players. Campus would prefer to maintain product standards for content & scheduling management and consistency.

4. Sizes of display can vary depending on purpose. It was decided that video panel orientation would be landscape, to better support campus standards for content development.

5. Digital signage displays can also support emergency conditions when the media players are tied to mass notification systems.

6. Currently, digital signage displays are planned to be provided near building entrances and near elevator banks on each level.

I. PUBLIC ADDRESS (PAGING) SYSTEM

1. A distributed loudspeaker system covering all public areas corridors and area is envisioned to support distributed of background music sources. This system can also support audible and, when integrated with Digital Signage can support visual paging. These systems can also support mass notification, however the design and planning of these systems must meet strict life-safety requirements. Most facilities either elect to rely solely on established fire life safety technologies, or will supplement the established fire life safety technologies with the professional audiovisual technologies.

2. For this project, public address (audible paging) will be provided on all levels in common areas, and also zones for the library stacks and reading rooms.

3. The paging source will be telephone line(s). The new building will support VoIP.

4. Each VoIP line would be dialed by the user as an extension dedicated for all zones, or specific zones of coverage e.g. library stacks.

5. This system solution is NOT intended to be, or supplement to the Life Safety mass notification solution.

6. This system solution is not intended to include background music sources.

7. This system will also be tied to the campus mass notification system.

8. It is assumed that audio amplifier distribution will be based on IT-network topology, with IT-networked audio amplified co-located with IT network equipment in IDF rooms. This solution also provide a solution that is supported by UPS, ensuring the system reliable during power outages and emergency conditions.

J. CABLE TV/DIRECT BROADCAST SATELLITE SIGNAL HEADEND & DISTRIBUTION

1. Currently, there is no requirement for CATV/DBS signal headend and distribution within this building.

2. Most campuses are using other source for television channel signal acquisition and distribution, including modulating TV content as Internet protocol streaming media (IPTV) or AVoIP.

3. If required, support for acquisition and distribution of CATV and/or Direct Broadcast Satellite (DBS) signal feeds would provided via the building's telecommunications infrastructure, including a vertical riser of coaxial cable, and horizontal distribution to clients. For DBS, a southwest facing location on the roof deck is required to securely accommodate DBS antennae and related equipment.

4. The solution requiring VoIP lines must be coordinated with campus Academic Technical Services.

K. SOUND MASKING

1. Currently, there is no requirement for Sound Masking for any areas within this building.

2. Sound masking introduces wide-bandwith audible noise into an environment, creating an artificial layer of noise to mask private conversations.

FUNCTIONAL DESCRIPTION OF SPACES & SYSTEMS

A. COMPUTER INSTRUCTIONAL SPACES

1. Computer Instructional spaces are not dedicated to any specific department or purpose.

2. Furniture is flexible to support desired learning environment.

3. Image display by ceiling pendant hung video projector, of native 1920x1080 resolution, laser light source preferred. Image is displayed on wall-mounted manual pull-down projection screen.

4. Currently, computer instructional spaces will not include web conferencing capability.

5. Includes Instructional Lectern
   a. With integral AV equipment cabinet housing AV system switcher/audio processor/video signal extension/remote control processor/audio amplifier e.g. Extron IN1608xi IPCP MA 70.

   b. With table box in surface for retractable cable connectivity for instructor-provided video device, including connectivity for HDMI with tethered DisplayPort and Mini DisplayPort (MDP) adaptor.

   c. AV Remote control panel e.g. Extron MLC Plus 200.

6. Wireless video sharing presentation of BYOD sources is not a campus standard for instructional spaces.

7. Document Camera e.g. Elmo MX-P2

8. Audio system
   a. Program audio amplification via distributed ceiling loudspeakers. Campus standard does not support Voice amplification for classroom of less than 56 students.

b. Control system supporting room functions, video/audio conferencing functions (if applicable), audio and video system functions. A touch screen control panel in the AV room for primary control which could be supplemented with Owner provided wireless tablet with control software.

B. MEETING ROOM, LARGE

1. Large Meeting Rooms support meetings, social functions, seminars, lectures, etc.

2. These rooms are scheduled for use and managed by the University College's Administration Staff.

3. Furniture is flexible table configurations.
   a. Image display by multiple ceiling pendant hung video projectors, each of native 1920x1080 resolution, laser light source preferred. Image is displayed on wall-mounted manual pull-down projection screens. A study of room furniture layouts will determine best locations for projected images.

4. Meeting rooms will support web conferencing capabilities with:
   a. Multiple PTZ video cameras, ceiling or wall mounted located in close proximity to displayed video image

   b. Multiple Digital microphone arrays, integral to ceiling
      1) Digital microphone arrays will support automated selection of camera images and camera presets based on sensing of verbal activity within the room.

      2) Several distributed microphone array will voice lift/amplification capability.

      3) Control system must include ceiling microphone mute on/off function, including Red/Green indicator on control panel and ceiling microphone indicating Mute (red) or ON (Green condition.

   c. Audio DSP with VoIP, Dante and AEC capability (e.g Extron DMP 64 plus C V AT or ShureP300)

   d. USB AV Bridge (e.g. Extron MediaPort 200) connected to campus provided PC computer with Web conferencing software.

   e. Farend audio amplified via distributed ceiling loudspeakers.

5. Includes Instructional Lectern
   a. With integral AV equipment cabinet housing AV system matrix switcher/audio processor/video signal extension/remote control processor/audio amplifier e.g. Extron DTP CrossPoint 4K series IPCP MA 70, although campus may determine that a switcher is sufficient (e.g. Extron IN1608xi IPCP MA70)

   b. With table box in surface for retractable cable connectivity for instructor-provided video device, including connectivity for HDMI with tethered DisplayPort and Mini DisplayPort (MDP) active adaptor.

   c. AV Remote control panel e.g. Extron TLP Pro 525T.

6. Wireless video sharing presentation of BYOD sources e.g. Extron ShareLink 250.

7. Document Camera e.g. Elmo MX-P2.

8. Audio system
   a. Voice and program audio amplification via distributed ceiling loudspeakers.

   b. Wireless lavaliere and handheld microphone for instructor e,g, Shure QLXD124/85.

9. Control system supporting room functions, video/audio conferencing functions (if applicable), audio and video system functions. A touch screen control panel in the AV room for primary control which could be supplemented with Owner provided wireless tablet with control software.

10. AV Remote control panel, recessed in-wall e.g. Extron TLP Pro 525M.

11. Wireless video sharing presentation of BYOD sources e.g. Extron ShareLink 250. It was confirmed that if display of student computer images is required, students will share via the wireless video sharing presentation device.

12. Document Camera, provided as portable from equipment pool, as needed.

13. Control system supporting room functions, video/audio conferencing functions (if applicable), audio and video system functions. A touch screen control panel in the AV room for primary control which could be supplemented with Owner provided wireless tablet with control software.

14. This room will likely require a dedicated 44RU (84" height) AV equipment cabinet, located in a closet in close proximity to the meeting room. All AV closets must be independently temperature controlled and accessible from the room or commons area of the building via campus standard electronic lock with proximity badges.

C. MEETING ROOM, MEDIUM

1. Medium Meeting Rooms support meetings which may, or may not require collaborative sharing of content.

2. These rooms are scheduled for use and managed by the University College's Administration Staff.

3. Furniture is flexible table configurations.

4. Image display by ceiling pendant hung video projector, of native 1920x1080 resolution, laser light source preferred. Image is displayed on wall-mounted manual pull-down projection screen.

5. Medium Meeting Rooms will support web conferencing capabilities with:
   a. PTZ video camera e.g. Logitech Rally product, ceiling or wall mounted located in close proximity to displayed video image.

   b. Digital microphone array, integral to ceiling Control system must include ceiling microphone mute on/off function, including Red/Green indicator on control panel and ceiling microphone indicating Mute (red) or ON (Green condition).

   c. Small audio DSP with VoIP, Dante and AEC capability (e.g Extron DMP 64 plus C V AT or Shure P300)

   d. USB AV Bridge (e.g. Extron MediaPort 200) connected to campus provided PC computer with Web

conferencing software. Requires USB signal extension to location of user computer.

e. Farend audio amplified via distributed ceiling loudspeakers.

6. Includes AV Equipment Cabinet (e.g. Middle Atlantic Products PTRK series)

a. AV equipment cabinet housing AV system switcher/audio processor/video signal extension/remote control processor/audio amplifier e.g. Extron IN1608xi IPCP MA 70.2.

b. With table box in surface for retractable cable connectivity for user-provided video device, including connectivity for HDMI with tethered DisplayPort and Mini DisplayPort (MDP) active adaptor.

7. AV Remote control panel, table top e.g. Extron TLP Pro 525T.

8. Wireless video sharing presentation of BYOD sources e.g. Extron ShareLink 250. It was confirmed that if display of student computer images is required, students will share via the wireless video sharing presentation device.

9. Audio system

a. Program audio amplification via distributed ceiling loudspeakers. Voice amplification is not required.

11. Control system supporting room functions, video/audio conferencing functions (if applicable), audio and video system functions. A touch screen control panel in the AV room for primary control which could be supplemented with Owner provided wireless tablet with control software.

D. MEETING ROOM, SMALL

1. Meeting rooms support meetings which may, or may not require collaborative sharing of content.

2. These rooms are scheduled for use and managed by the University College's Administration Staff.

3. Furniture is fixed.

4. Image display by wall mounted flat screen video display, of native 1920x1080 resolution, sized for best viewing conditions for room size.

5. Meeting rooms will support web conferencing capabilities with AV Soundbar e.g. Logitech Meetup with integral digital microphones, loudspeakers and video camera, with USB output connected to user provided PC computer with Web conferencing software.

6. AV Remote control panel will be automated collaboration solution using Extron TeamWork solution.

7. Wireless video sharing presentation of BYOD sources e.g. Extron ShareLink 250. It was confirmed that if display of student computer images is required, students will share via the wireless video sharing presentation device.

8. Control system supporting room functions, video/audio conferencing functions (if applicable), audio and video system functions. A touch screen control panel in the AV room for primary control which could be supplemented with Owner provided wireless tablet with control software.

E. STUDY ROOMS

1. There are approximately thirty (30) Study rooms, in three sizes.

2. While not all of the Study Rooms will be AV-enabled, some rooms will be AV-enabled including the following:
   a. Flat screen video displays
   b. AV soundbar with Web camera supporting web conferencing e.g. Logitech Meetup.
   c. Local HDMI wall plate connectivity
   d. Some larger size rooms may also include automated collaboration system e.g. Extron TeamWorks.

3. Furniture is fixed.

AUDIOVISUAL SYSTEM SUMMARY

University of Wisconsin-Steven's Point - Albertson Hall Renovation — **03-Feb-21**

Audiovisual System Summary

ITEM	SYSTEM NAME	ROOM #'s	EQUIPMENT	NON-EQUIPMENT	SYSTEM SUBTOTAL	QTY	SYSTEM EXTENDED
	Instructional Space, Typical		$ 13,105	$ 2,359	$ 15,464	0	$ -
	Computer Instructional Space, Typical		$ 17,830	$ 3,209	$ 21,039	2	$ 42,078
	Meeting Room, Large		$ 108,433	$ 19,518	$ 127,951	2	$ 255,902
	Meeting Room, Medium		$ 38,712	$ 6,968	$ 45,680	8	$ 365,440
	Meeting Room, Small		$ 7,520	$ 1,354	$ 8,874	4	$ 35,496
	Study Rooms		$ 3,924	$ 706	$ 4,630	6	$ 27,780
	Paging, Total, all areas, all floors		$ 72,888	$ 13,120	$ 86,008	1	$ 86,008
	Digital Signage, total - all areas/floors		$ 30,360	$ 5,465	$ 35,825	1	$ 35,825
					TOTAL EQUIPMENT COST SUBTOTAL		**$ 719,094**
					TOTAL NON-EQUIPMENT COST SUBTOTAL		**$ 129,435**
					TOTAL INSTALLED COST		**$ 848,529**

BUDGET DETAIL

1. Total Project Cost (Capital Cost)

The UW System requests that the Board of Regents recommend this project of $92,160,000 General Fund Supported Borrowing to construct a replacement multi-use academic learning commons and student services facility and demolish the former learning resource center on the UW Stevens Point campus be included in the proposed 2021-23 Capital Budget request that will be submitted to the Department of Administration and the State Building Commission.

2. DFD Major Project Budget Worksheet

Program Statement Budget Detail
19F3E Albertson Hall Replacement

	ENUMERATED BUDGET	ESTIMATED BUDGET
Construction		
Construction Cost	$72,575,000	$67,376,000
Hazardous Material Abatement	$606,000	$606,000
Construction Subtotal	**$73,181,000**	**$67,982,000**
Project Contingency	$8,782,000	$8,158,000
Construction Total	**$81,963,000**	**$76,140,000**
Design & Supervision		
DFD Management Fee	$3,279,000	$3,046,000
A/E Fees	$6,621,000	$6,151,000
Other Fees	$990,000	$789,000
Design & Supervision Subtotal	**$10,890,000**	**$9,986,000**
Equipment	$3,147,000	$3,874,000
Movable Equipment	Included	Included
Audio-Visual Equipment	Included	Included
Systems Furniture	Included	Included
Equipment Subtotal	**$3,147,000**	**$3,874,000**
Land Purchase		
TOTAL ESTIMATED PROJECT COST	**$96,000,000**	**$90,000,000**

THE UNIVERSITY OF WISCONSIN SYSTEM PROJECT BUDGET WORKSHEET SUMMARY (Rev. 2020-09)

PROJECT TITLE:	**Albertson Hall Replacement**			Date Prepared :	02/05/21
LOCATION :	UW-Stevens Point			Prepared By :	WORKSHOP
				Revised By:	0
OPTION NO. :	PROJECT PRE-DESIGN (19F3E)			**TOT PROJ COST EST:**	**$ 90,000,000**
NEW BUILDING AREA					
ASF New Const	115,838			Base Date:	01/2021
GSF New Const	173,931	66.60%	Efficiency	Base Index	6428
				Projected Bid Date	07/2022
				Projected Bid Index	7031
REMODELING AREA				Escalation Factor:	1.0938
GSF Remodeling	0				
GSF Total Bldg	0	0.00%	Remodeling	Est. Occup. Date :	06/2024

$	429	/ASF: Construction Cost (building & site)
$	286	/GSF: Construction Cost (building & site)
$	777	/ASF: Total Project Cost
$	517	/GSF: Total Project Cost

TOTAL CONSTRUCTION		**67,982,000**
CONSTRUCTION		67,982,000
HAZARDOUS MATERIALS ABATEMENT		0
TOTAL DESIGN FEES	10.2086%	**6,940,000**
DESIGN FEES (BASIC)	9.0480%	6,151,000
DESIGN FEES (OTHER)	1.1606%	789,000
CONTINGENCY	12.0002%	**8,158,000**
MANAGEMENT FEES	4.0005%	**3,046,000**
FURNISHINGS, FIXTURES, & EQUIPMENT (FF&E)	5.6986%	**3,874,000**
OWNER FURNISHED, CONTRACTOR INSTALLED (OFCI)	0.0000%	0
OWNER FURNISHED, OWNER INSTALLED (OFOI)	5.6987%	3,874,100
TOTAL BUDGET ESTIMATE		**90,000,000**

THE UNIVERSITY OF WISCONSIN SYSTEM — PROJECT BUDGET WORKSHEET (Rev. 2020-09)

PROJECT TITLE:	**Albertson Hall Replacement**		Date Prepared:		02/05/21
LOCATION:	UW-Stevens Point		Prepared By:		WORKSHOP
			Revised By:		
OPTION NO.:	PROJECT PRE-DESIGN (19F3E)		**TOTAL PROJECT COST ESTIMATE**	**$**	**90,000,000**
NEW BUILDING AREA				ENR Index #	Month/Year
ASF New Const	115,838		Base Date:	6428	01/2021
GSF New Const	173,931	66.6000% Efficiency	Bid Date:	7031	07/2022
			Escalation (Calculated):		1.0938
REMODELING AREA			Escalation (Manual):		1.0938
GSF Remodeling	0		Escalation Delta (Manual - Calculated		0.0000
GSF Total Bldg	0	0.0000% Remodeling	Occupancy Date:		06/2024

NEW CONSTRUCTION BY SPACE TYPE

Space Category	ASF	Eff	GSF	$/GSF		Category Cost
ALBERTSON HALL	0	0.0000	0	$ 260.00	$	-
STUDENT SERVICE SPACES	0	0.0000	0	$ -	$	-
Function	0	0.0000	0	$ -	$	-
Function	0	0.0000	0	$ -	$	-
Function	0	0.0000	0	$ -	$	-
Function	0	0.0000	0	$ -	$	-
Function	0	0.0000	0	$ -	$	-
Function	0	0.0000	0	$ -	$	-
Function	0	0.0000	0	$ -	$	-
	0		0		Subtotal: $	$ -

NEW CONSTRUCTION COST SUBTOTAL — $ -

REMODELING BY SPACE TYPE

Space Category	ASF	Eff	GSF	$/GSF		Category Cost
Classrooms	0	0.0000	0	$ -	$	-
Laboratories	0	0.0000	0	$ -	$	-
Offices	0	0.0000	0	$ -	$	-
Function	0	0.0000	0	$ -	$	-
Function	0	0.0000	0	$ -	$	-
Function	0	0.0000	0	$ -	$	-
Function	0	0.0000	0	$ -	$	-
Function	0	0.0000	0	$ -	$	-
Function	0	0.0000	0	$ -	$	-
	0		0		Subtotal: $	$ -

$ -

REMODELING BY TRADE

Trade Category	Notes	GSF	$/GSF	DFDM $/GSF	Trade Cost
General					
-Surface Treatment	X	0	$ 13.00	$ 13.00	$ -
-Minor	X	0	$ 45.00	$ 45.00	$ -
-Partial	X	0	$ 75.00	$ 75.00	$ -
-Complete	X	0	$ 89.00	$ 89.00	$ -
Plumbing					
-Minor	X	0	$ 15.00	$ 15.00	$ -
-Partial	X	0	$ 25.00	$ 25.00	$ -
-Complete	X	0	$ 28.00	$ 28.00	$ -
-Special Laboratory Needs	X	0	$ 53.00	$ 53.00	$ -
Heat/Vent/Air Cond					
-Minor	X	0	$ 20.00	$ 20.00	$ -
-Partial	X	0	$ 41.00	$ 41.00	$ -
-Complete	X	0	$ 61.00	$ 61.00	$ -
Electric					
-Minor	X	0	$ 16.00	$ 16.00	$ -
-Partial	X	0	$ 27.00	$ 27.00	$ -
-Complete	X	0	$ 35.00	$ 35.00	$ -
				Subtotal: $	0

REMODELING COST SUBTOTAL (cell H63 will highlight red if Remodeling by Space Type and Remodeling by Trade sections are both used) — $ -

NEW CONSTRUCTION & REMODELING COST SUBTOTAL — **$ -**

PROJECT TITLE: **Albertson Hall Replacement**

NEW CONSTRUCTION & REMODELING COST SUBTOTAL (from page 1) $ -

ADDITIONAL CONSTRUCTION & REMODELING COSTS:

HEADING NAME OR ITEM CODE	ITEM DESCRIPTION	QUANTITY	UNIT	UNIT COST	SUBTOTAL
DEMO	DEMOLITION (RAZING GROSS SQUARE FOOTAGE)	202,000.00	GSF	$ 15.96	$ 3,223,000

ADDITIONAL CONSTRUCTION & REMODELING COSTS					
					$ -
MCC Div. 1		1.00	LSUM	$ 100,000.00	$ 100,000
MCC Div. 2	Building Demolition - See Demolition Above	1.00	LSUM	$ -	$ -
MCC Div. 3		1.00	LSUM	$ 1,469,865.00	$ 1,469,900
MCC Div. 4		1.00	LSUM	$ 684,094.00	$ 684,100
MCC Div. 5		1.00	LSUM	$ 4,570,423.00	$ 4,570,400
MCC Div. 6		1.00	LSUM	$ 7,149,414.00	$ 7,149,400
MCC Div. 7		1.00	LSUM	$ 2,258,032.00	$ 2,258,000
MCC Div. 8		1.00	LSUM	$ 1,957,500.00	$ 1,957,500
MCC Div. 9		1.00	LSUM	$ 3,872,562.00	$ 3,872,600
MCC Div. 10		1.00	LSUM	$ 506,383.00	$ 506,400
MCC Div. 11		1.00	LSUM	$ 2,119,701.00	$ 2,119,700
MCC Div. 12		1.00	LSUM	$ 68,664.00	$ 68,700
MCC Div. 13		1.00	LSUM		$ -
MCC Div. 14		1.00	LSUM	$ 327,518.00	$ 327,500
MCC Div. 21		1.00	LSUM	$ 549,413.00	$ 549,400
MCC Div. 22		1.00	LSUM	$ 778,750.00	$ 778,800
MCC Div. 23		1.00	LSUM	$ 7,350,000.00	$ 7,350,000
MCC Div. 26		1.00	LSUM	$ 5,711,334.00	$ 5,711,300
MCC Div. 27	AV Equipment Cost moved to Line 4 - Movable Equipment	1.00	LSUM	$ 1,298,145.00	$ 1,298,100
MCC Div. 28		1.00	LSUM	$ 593,828.00	$ 593,800
MCC Div. 31		1.00	LSUM	$ 842,829.00	$ 842,800
MCC Div. 32		1.00	LSUM	$ 3,553,634.00	$ 3,553,600
MCC Div. 33		1.00	LSUM	$ 737,396.00	$ 737,400
					$ -
					$ -
					$ -
					$ -
					$ -
					$ -
					$ -
					$ -
					$ -
					$ -
				ADDITIONAL CONSTRUCTION & REMODELING COSTS:	$ 46,499,000

FURNISHINGS, FIXTURES, & EQUIPMENT (FF&E): CONTRACTOR FURNISHED, CONTRACTOR INSTALLED (CFCI)					
					$ -
					$ -
					$ -
					$ -
					$ -
					$ -
					$ -
					$ -
					$ -
				FF&E: CFCI	$ -

ADDITIONAL CONSTRUCTION & REMODELING COST SUBTOTAL $ 49,722,000

CONSTRUCTION & REMODELING COST SUBTOTAL **$ 49,722,000**

HAZ MATS	HAZARDOUS MATERIALS ABATEMENT		SF	$ 3.00	$ -

PROJECT TITLE: **Albertson Hall Replacement**

CONSTRUCTION & REMODELING COST SUBTOTAL (from page 2) $ 49,722,000

1. Total Construction Cost **$ 67,982,000**

- NEW CONSTRUCTION & REMODELING COST (from Page 1) $ -
- DEMOLITION (from Page 2) $ 3,223,000
- ADDITIONAL CONSTRUCTION & REMODELING COST (from Page 2) $ 46,499,000

University of Wisconsin Stevens Point

- FF&E: CFCI (from Page 2)				$ -		
- CONSTRUCTION & REMODELING COST SUBTOTAL (from Page 2)				$ 49,722,000		
- Design Contingency	15.0000%	$	49,722,000	$ 7,458,300		
- Overhead & Profit (OH&P)	10.0000%	$	49,722,000	$ 4,972,200		
- HAZARDOUS MATERIALS ABATEMENT (from Page 2)				$ -		
- Unescalated Construction Cost Subtotal				$ 62,152,500		
- Escalation Factor (from Page 1)	1.0938	$	62,152,500	$ 67,982,400		
2. Architect/Engineer Basic Services					9.0480%	**$ 6,151,000**
- Basic Services (Calculated % of Construction $)	8.7000%		67,982,000	$ 5,914,400		
- Basic Services (Enter Direct $ for Basic A/E Fees)				$ -		
- Reimbursible costs	4.0000%		5,914,400	$ 236,600		
3. Additional Design Services					1.1606%	**$ 789,000**
- Pre-design	1.0340%		67,982,000	$ 702,900		
- LEED™ certification						
- Commissioning (Level 1 or 2)	0.0000%		67,982,000	$ -		
- EIS/EIA consultant				$ 25,000		
- Construction Testing				$ -		
- Testing & Balancing				$ -		
- Library Consultant				$ 37,500		
- Asbestos Consultant				$ 24,000		
- Site Survey				$ -		
- Geotechnical Report				$ -		
- Other				$ -		
- Furnishings, Fixtures, & Equipment (FF&E) Design Fee	4.0000%	$	-	$ -		
Furnishings, Fixtures, & Equipment (FF&E): Owner Furnished, Contractor Installed (OFCI)					FF&E: OFCI	$ -
- Audio-Visual and Computer Equipment				$ -		
- Systems Furniture				$ -		
- Specify FF&E Title(s), Type(s), and Budget Estimate Lump Sum				$ -		
- Specify FF&E Title(s), Type(s), and Budget Estimate Lump Sum				$ -		
- Specify FF&E Title(s), Type(s), and Budget Estimate Lump Sum				$ -		
- Specify FF&E Title(s), Type(s), and Budget Estimate Lump Sum				$ -		
4. Project Contingency	12.0000%	$	67,982,000	$ 8,157,800		**$ 8,158,000**
5. Project Management	4.0000%	$	76,140,000	$ 3,045,600		**$ 3,046,000**
6. Furnishings, Fixtures, & Equipment (FF&E)					5.6986%	**$ 3,874,000**
- FF&E: OFCI (from #3 above)				$ -		
Furnishings, Fixtures, & Equipment (FF&E): Owner Furnished, Owner Installed (OFOI)					FF&E: OFOI	$ 3,874,100
- Movable & Special Equipment Allowance (% of Construction $	3.7320%	$	67,982,000	$ 2,537,100		
- Audio-Visual and Computer Equipment				$ 837,000		
- Systems Furniture				$ -		
- Data Center Headend Equipment				$ 500,000		
- Specify Eqpt Title(s), Type(s), & Budget Estimate Lump Sum				$ -		
- Specify Eqpt Title(s), Type(s), & Budget Estimate Lump Sum				$ -		
- Specify Eqpt Title(s), Type(s), & Budget Estimate Lump Sum				$ -		
TOTAL PROJECT BUDGET ESTIMATE						**$ 90,000,000**

$	429	/ASF: Construction Cost (building & site)
$	286	/GSF: Construction Cost (building & site)
$	777	/ASF: Total Project Cost
$	517	/GSF: Total Project Cost

NOTES:

X

X

X

3. Source of Funds

The project budget provided during the Board of Regents approval was estimated at $96,000,000 of General-Purpose Revenue (GPR) funds. UWSP is anticipating that the project will be enumerated in the 2021-23 Capital Budget. No student segregated fees will be used for this project.

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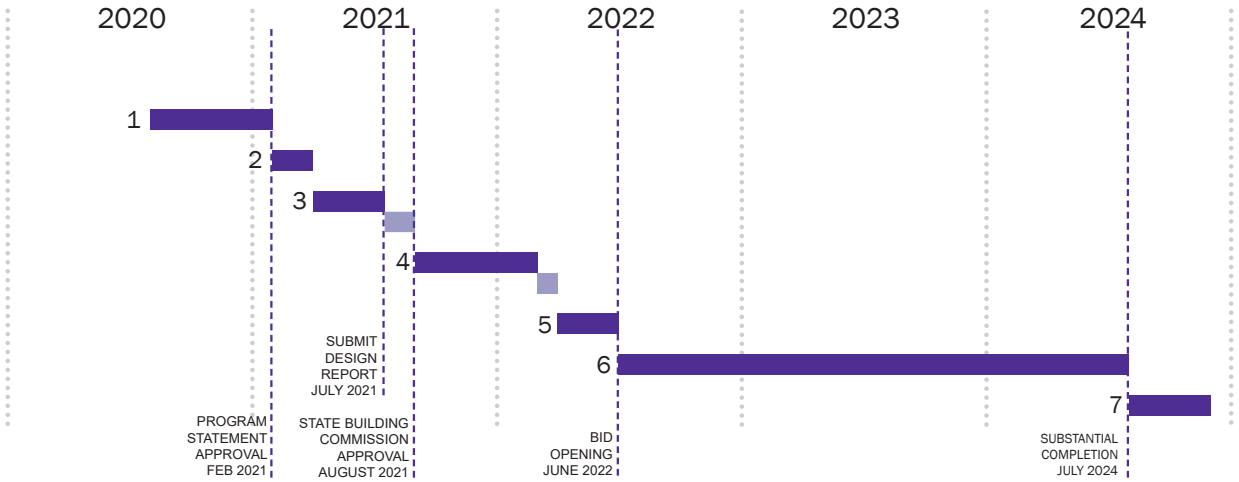
SCHEDULE AND PHASING DETAIL

Proposed Schedule



PHASE	DURATION	START	COMPLETION
1. PRE-DESIGN PHASE PROGRAMMING & CONCEPT DEVELOPMENT	6.0 MONTHS	AUGUST 2020	FEBRUARY 2021
2. PRELIMINARY DESIGN PHASE SCHEMATIC DESIGN	2.0 MONTHS	FEBRUARY 2021	MARCH 2021
3. PRELIMINARY DESIGN PHASE DESIGN DEVELOPMENT / DESIGN REPORT	4.0 MONTHS	APRIL 2021	JULY 2021
PRELIMINARY REVIEW BOARD OF REGENTS & STATE BUILDING COMMISSION APPROVAL	2.0 MONTHS	JULY 2021	AUGUST 2021
4. FINAL DESIGN PHASE	6.0 MONTHS	SEPTEMBER 2021	FEBRUARY 2022
FINAL REVIEW	1.0 MONTH	MARCH 2022	APRIL 2022
5. BIDDING PHASE	3.0 MONTHS	APRIL 2022	JUNE 2022
6. CONSTRUCTION PHASE	24.0 MONTHS	JULY 2022	JULY 2024
7. POST-CONSTRUCTION CONTRACT CLOSEOUT	4.0 MONTHS	AUGUST 2024	DECEMBER 2024

Scheduling Concerns

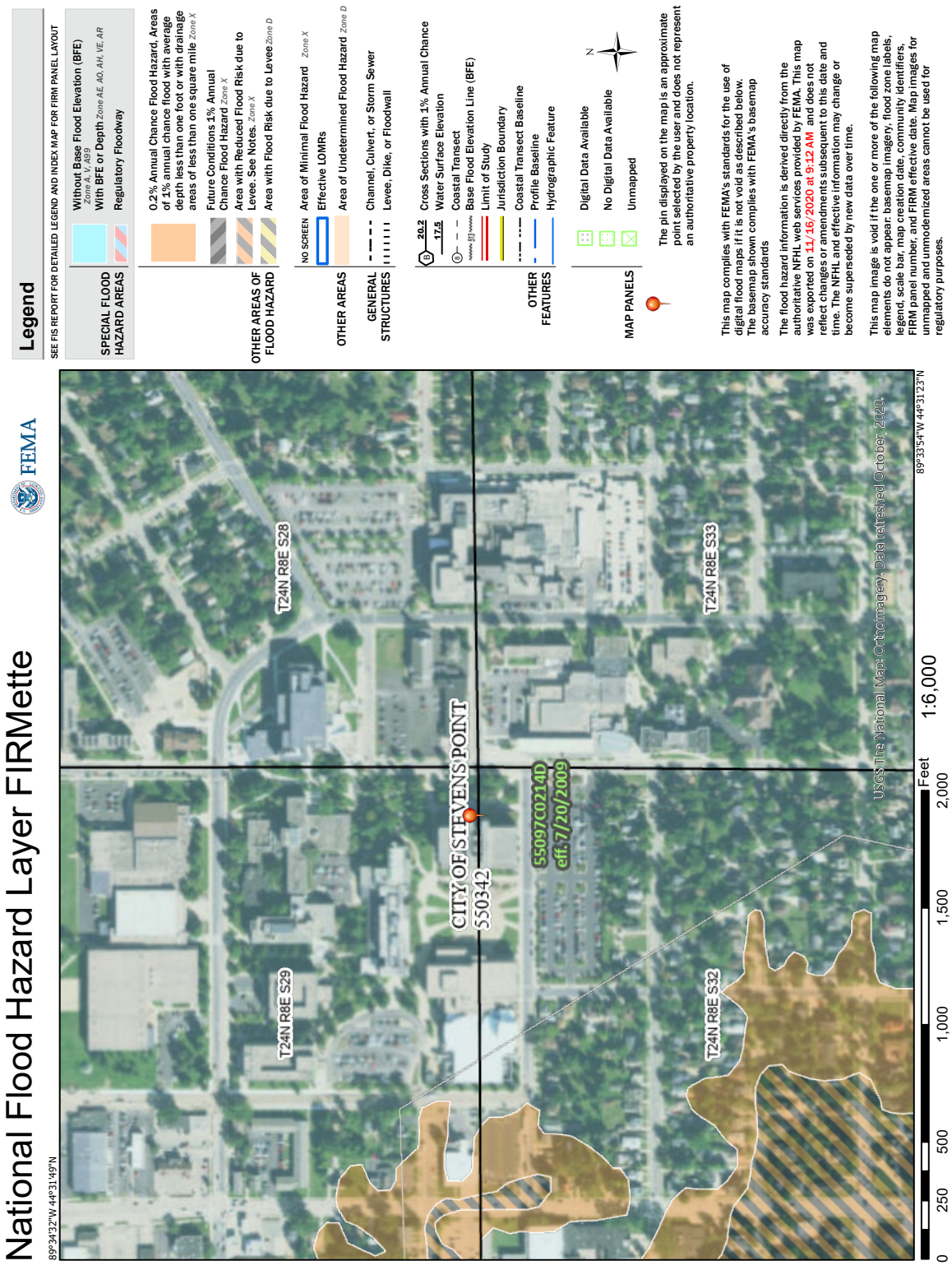
The construction of the new Albertson Hall facility will be constructed in a single phase and the current facility will be taken offline entirely. Campus is currently investigating options for relocation of the programming currently housed in the building to other campus buildings or off-campus buildings to meet the needs of the students and staff during the construction of the New Albertson Hall. Demolition and Construction is currently estimated to last 24 months.

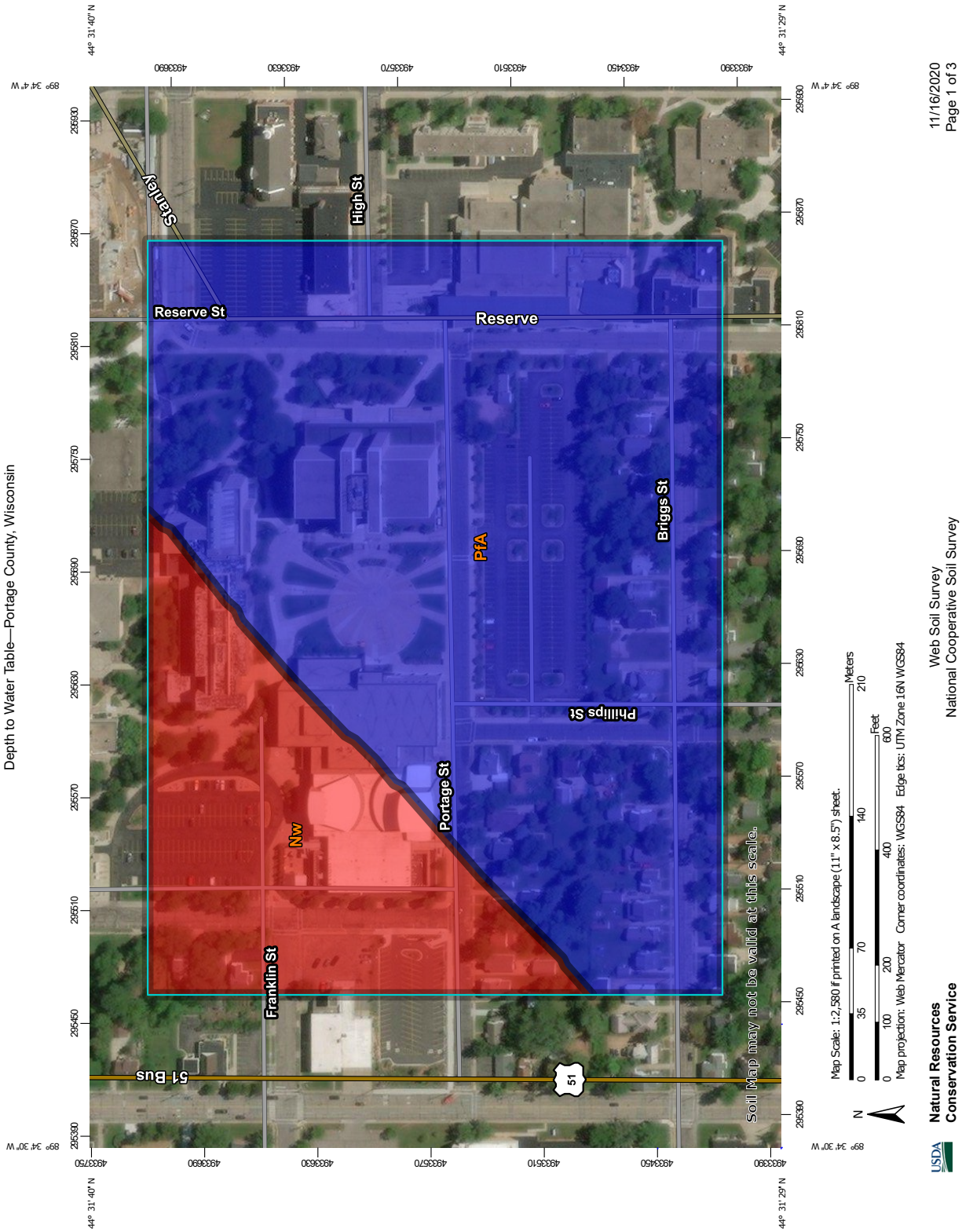
The Data Center operations will be relocated on campus prior to construction and serve as the Backup Data Center – a new Primary Data Center will be part of the new Facility.

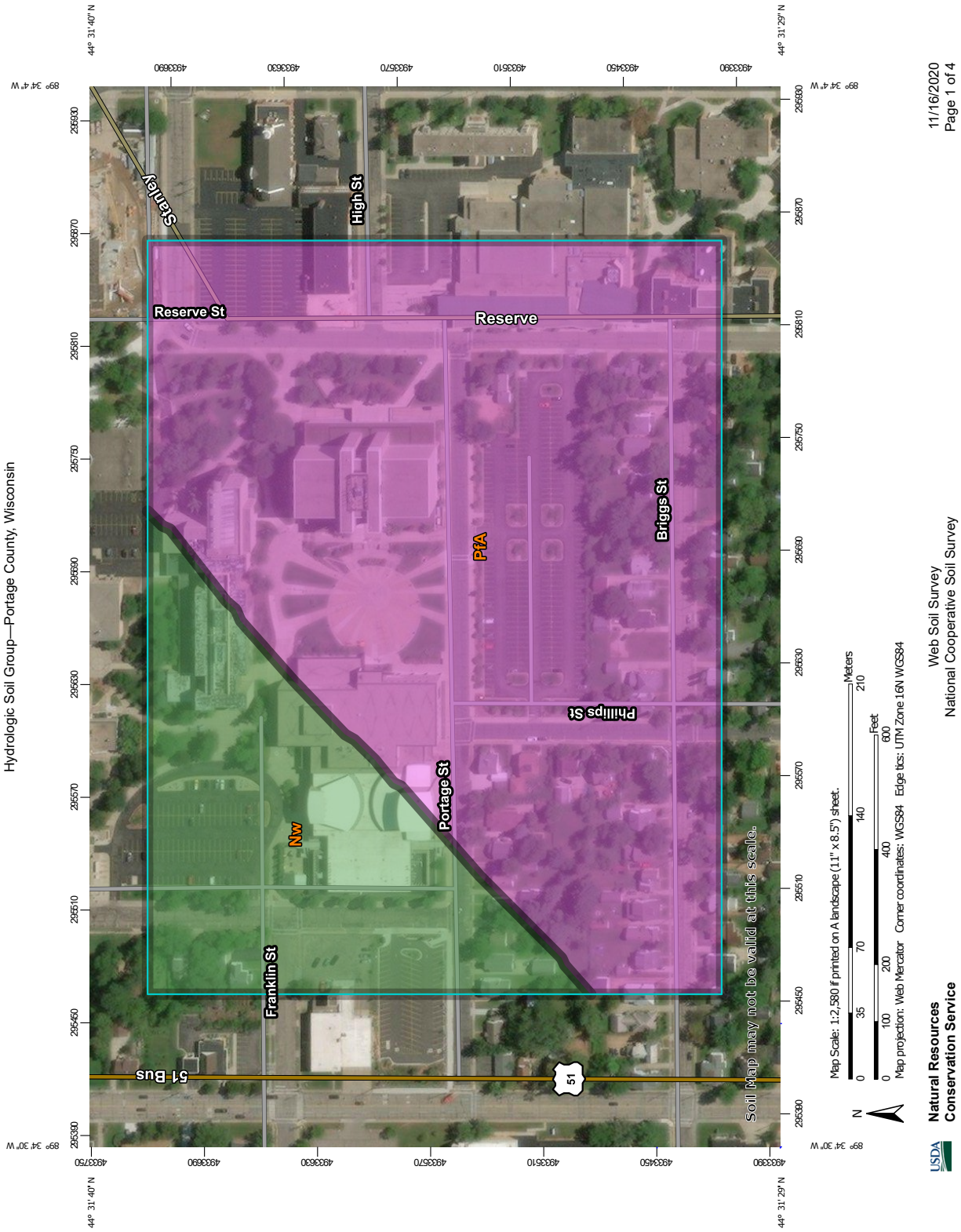
Campus contracts require 6 months' notice to the cell tower lessees. It is anticipated that access to cell tower lessees will be coordinated with the General Prime Contractor. Mention of this condition is to be included in the Special Site Conditions article in the General Requirements. The possibility of Cell Tower Services returning to the building once completed, has not been determined.

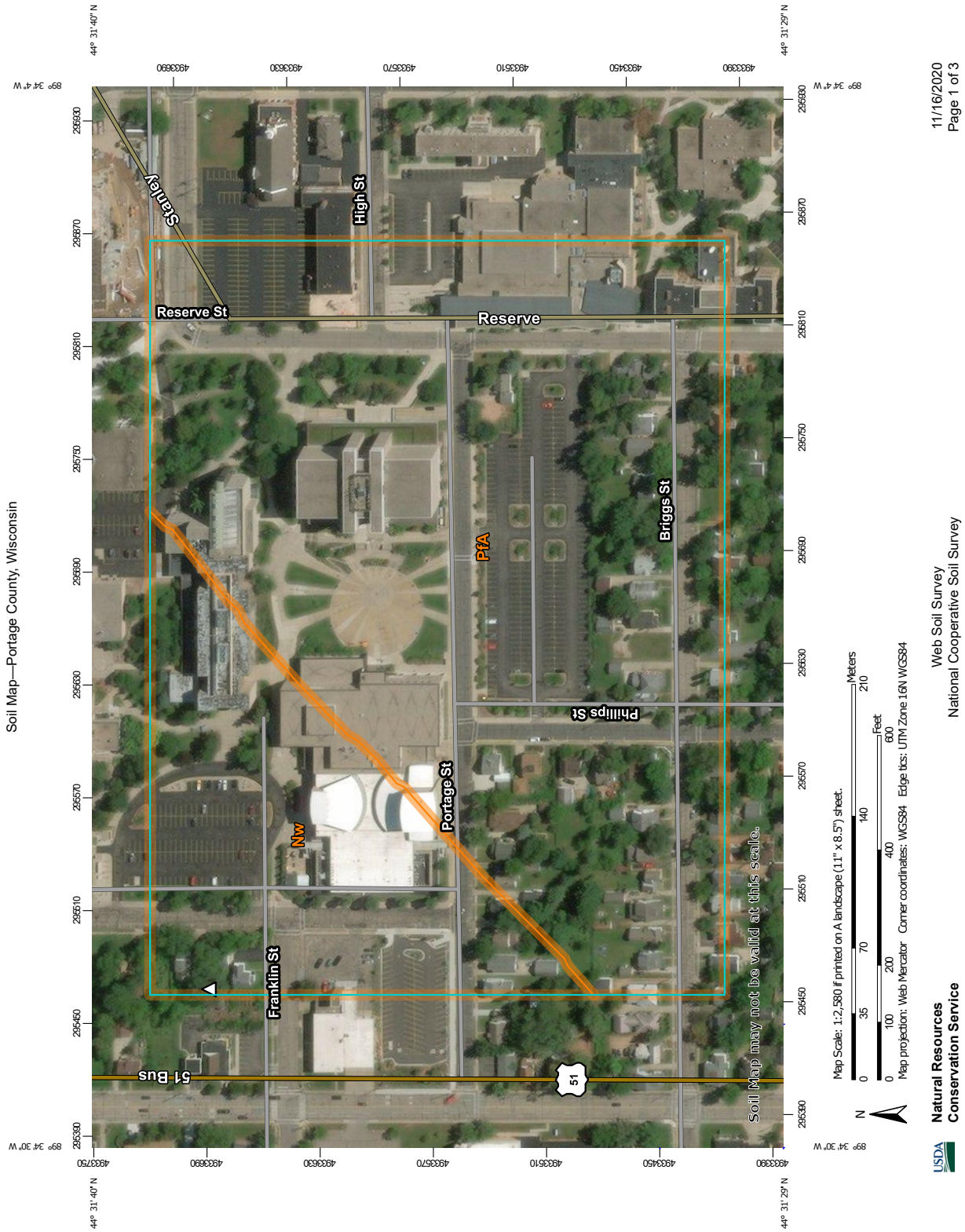
APPENDICES

1. Institutional Site Plans or Maps

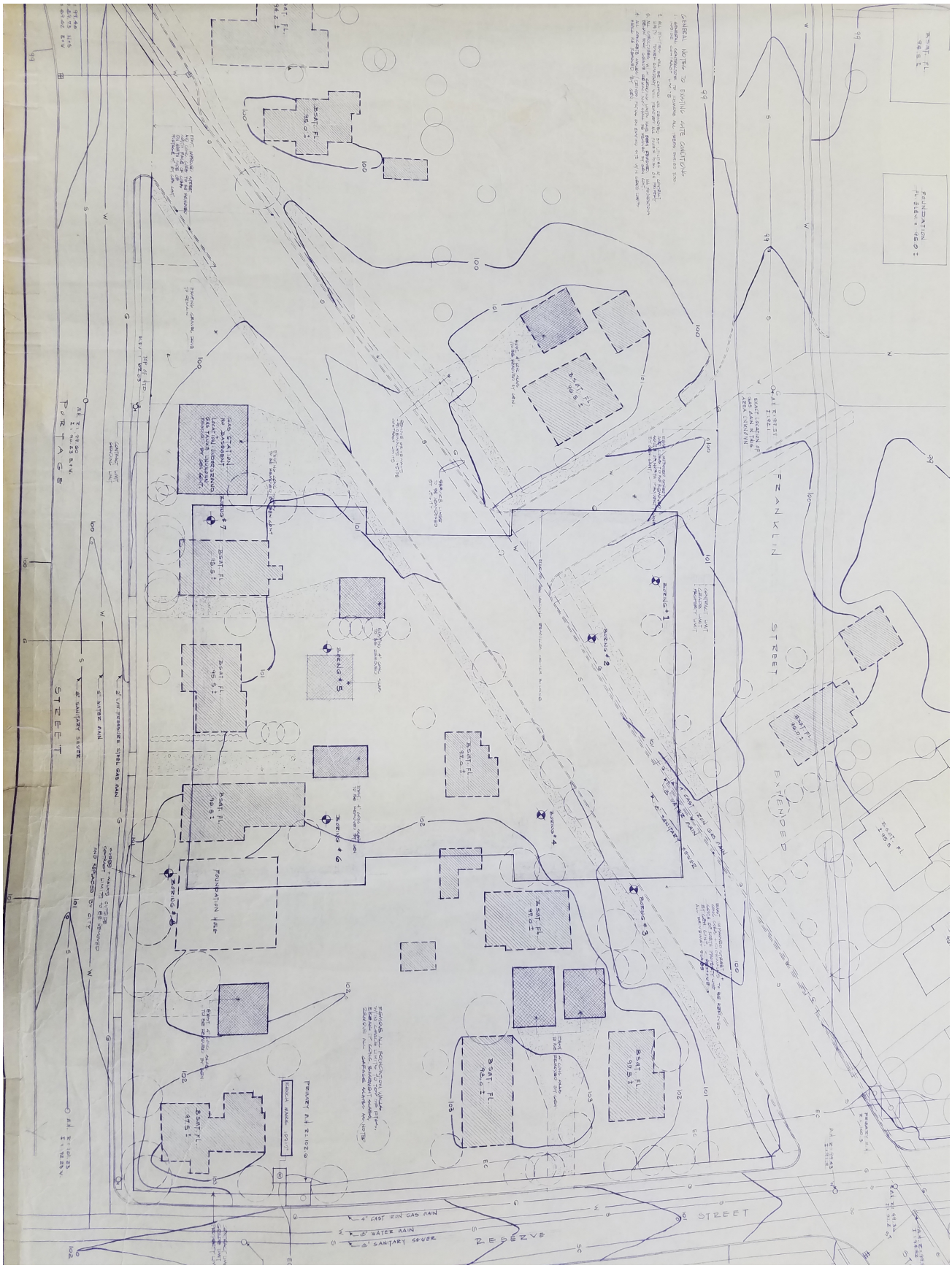



Depth to Water Table—Portage County, Wisconsin
Reserve St
Reserve
High St
Stanley
Briggs St
PtA
Phillips St
Portage St
Nw
Franklin St
51 Bus
51
Soil Map may not be valid at this scale.
Map Scale: 1:2,580 if printed on A landscape (11" x 8.5") sheet.
Meters
Feet
Map projection: Web Mercator Corner coordinates: WGS84 Edge tics: UTM Zone 16N WGS84
Web Soil Survey
National Cooperative Soil Survey
Natural Resources
Conservation Service
11/16/2020
Page 1 of 3

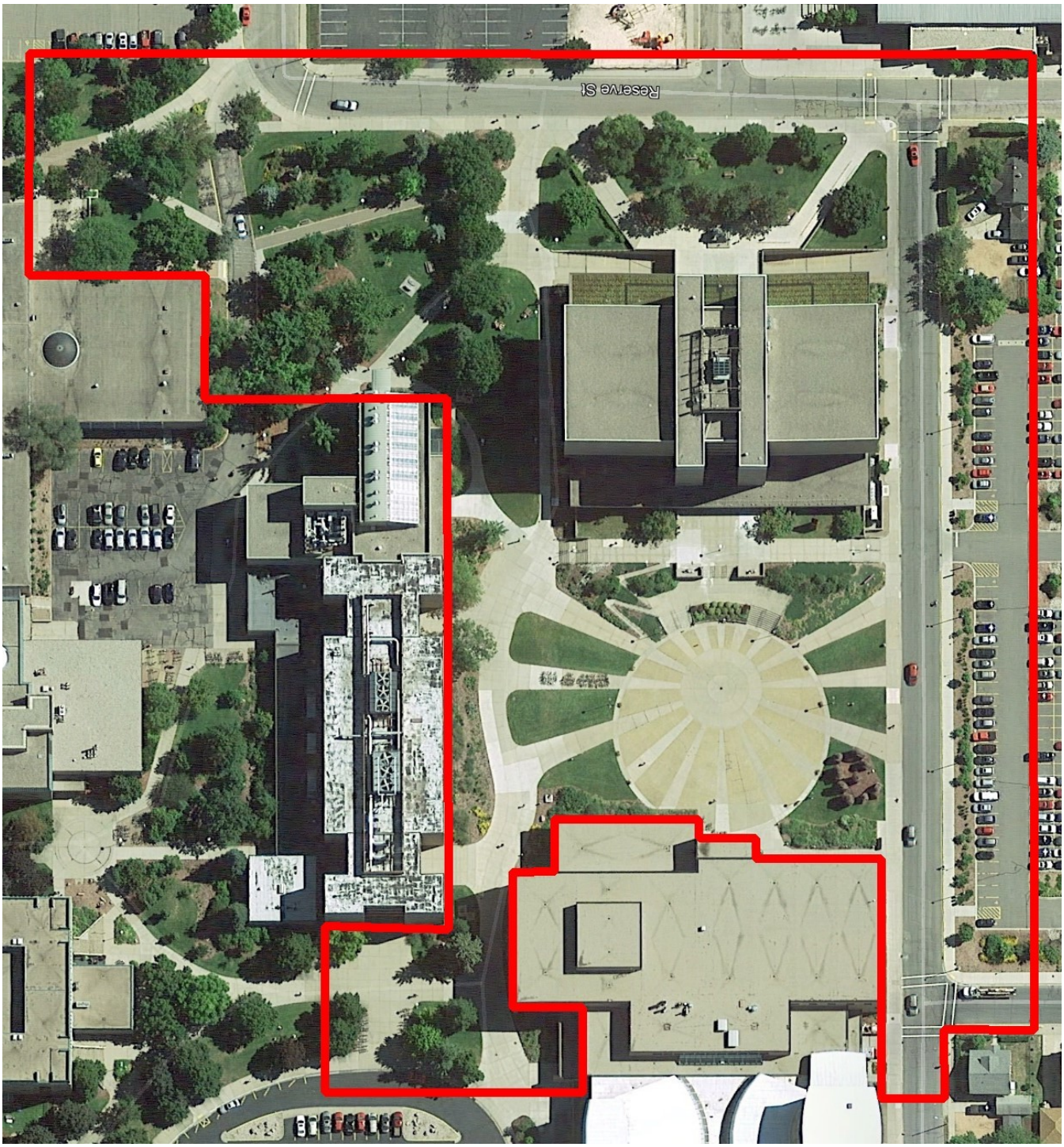

Hydrologic Soil Group—Portage County, Wisconsin
Reserve St
Reserve
Stanley
High St
Briggs St
Phillips St
Portage St
Franklin St
51 Bus
51
Nw
PtA
Soil Map may not be valid at this scale.
Map Scale: 1:2,580 if printed on A landscape (11" x 8.5") sheet.
Meters
Feet
Map projection: Web Mercator Corner coordinates: WGS84 Edge tics: UTM Zone 16N WGS84
Web Soil Survey
National Cooperative Soil Survey
Natural Resources
Conservation Service
11/16/2020
Page 1 of 4


Soil Map—Portage County, Wisconsin
11/16/2020
Page 1 of 3
Web Soil Survey
National Cooperative Soil Survey
Natural Resources
Conservation Service
Map Scale: 1:2,580 if printed on A landscape (11" x 8.5") sheet.
Meters
Feet
Map projection: Web Mercator Corner coordinates: WGS84 Edge tics: UTM Zone 16N WGS84
Soil Map may not be valid at this scale.
Reserve St
Reserve
Stanley
High St
Briggs St
Phillips St
Portage St
Franklin St
51 Bus
51
PtA
Nw
44° 31' 40" N
44° 31' 29" N
89° 34' 4" W
89° 34' 30" W

1984 SOIL BORINGS LOGS



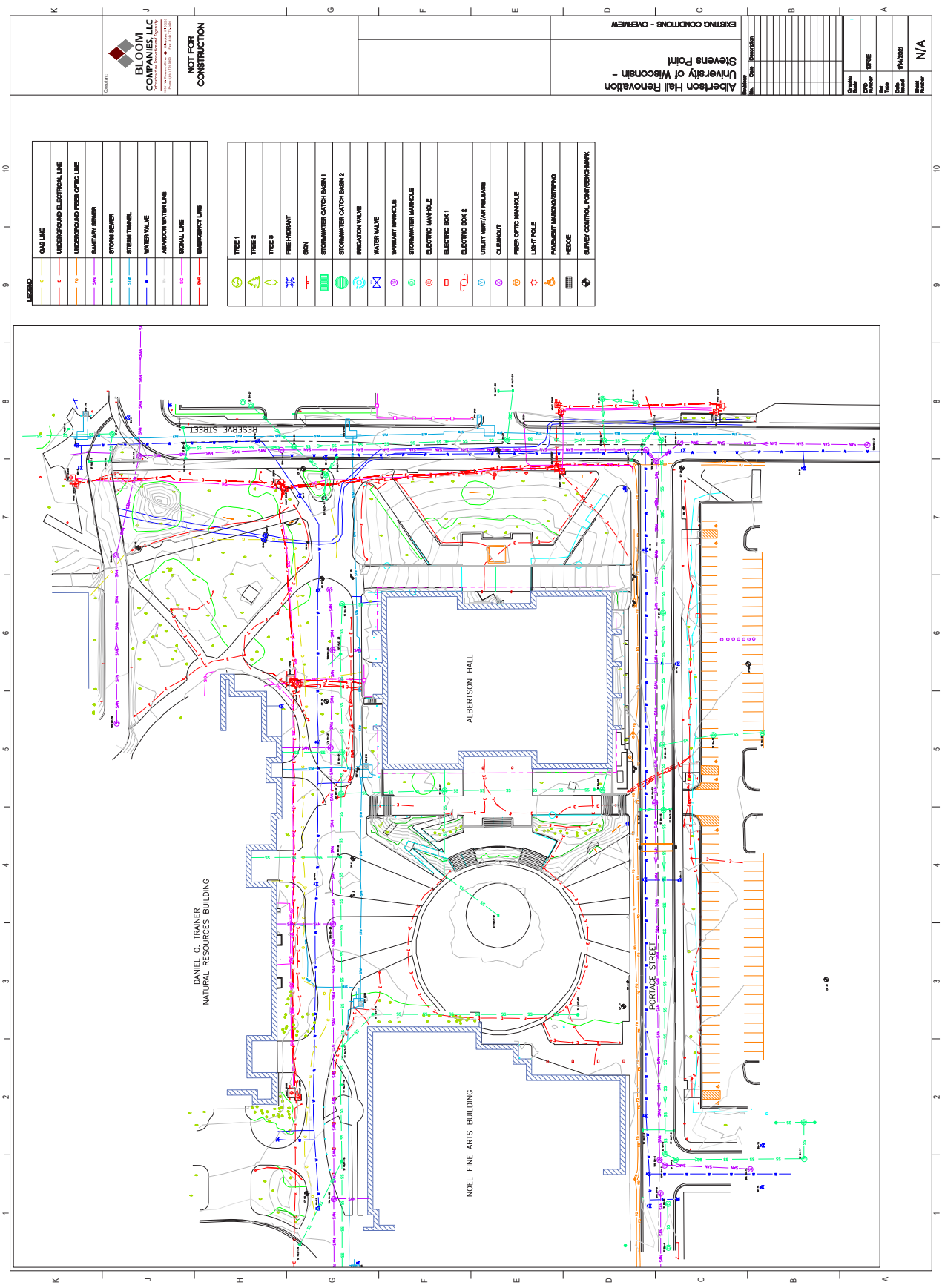
NORTH
NOT TO SCALE



SURVEY LIMITS

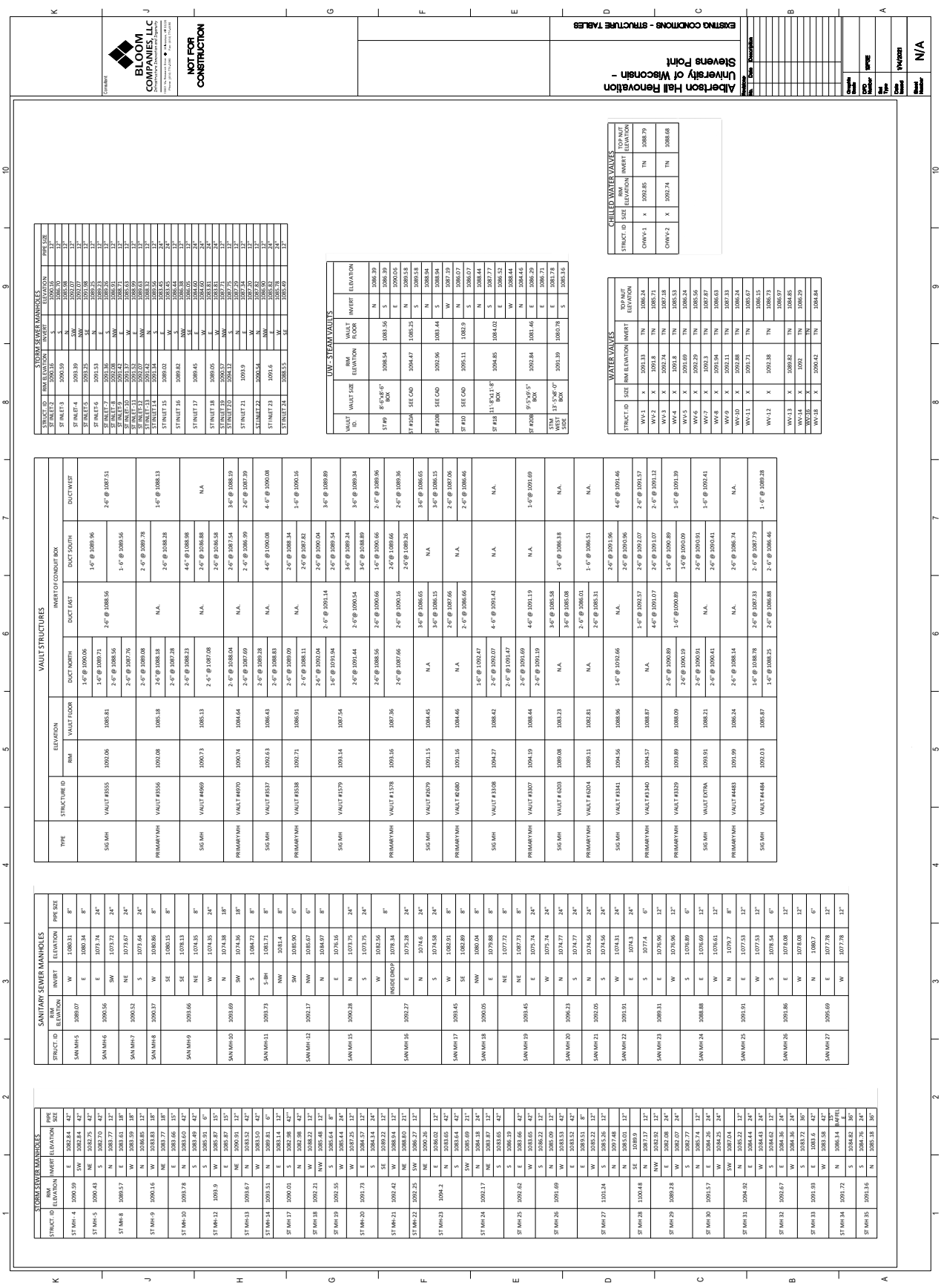
SURVEY - EXISTING CONDITIONS - OVERVIEW

NORTH
NOT TO SCALE



WORKSHOP

SURVEY - EXISTING CONDITIONS - STRUCTURE TABLES



CONSTRUCTION LIMITS AND STAGING

NORTH
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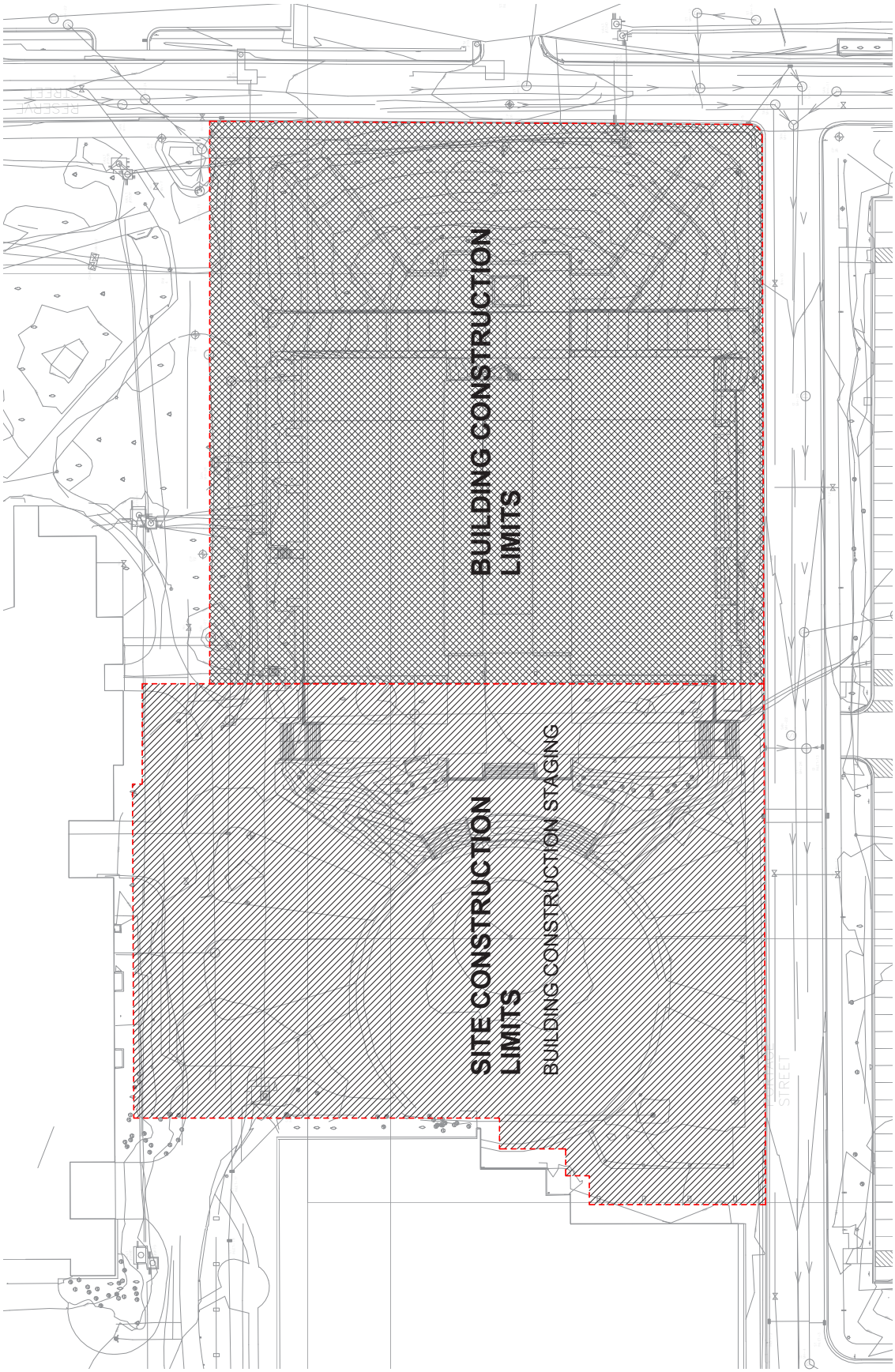


2. Supporting Data

WORKSHOP MEETING MINUTES

PROJECT: UW-Stevens Point, Albertson Hall Project

WSA Project Number #: 19-276 Owner Project Number #: 19F3E

AUTHOR: Taryn Singh

DATE: February 7, 2020

MEETING: Kick-Off Meeting

Date: February 6, 2020 Time: 10:00 am

Location: ALB310

Present:			
	Lois Braun-Oddo DFDM	Maura Donnelly UWSA	George Acker UWSP
	John Harper UWSP	Heather Springer UWSP	Gretel Stock UWSP
	Rob Kobiske UWSP IT	Peter Zuge UWSP	Nik Swartz Saiki Design
	Abbie Moilien Saiki Design	Paul Hansen IMEG	Brook Meier Workshop
	Wally Johnson Workshop	Taryn Singh Workshop	Keith Stachowiak Workshop
	Scott Ackatz Workshop		

ITEMS:

1. Introductions / Roles and Responsibilities
   a. Workshop will prepare and share a project directory with names, roles, and contact information.
   b. Campus is forming a Design Committee and will share names/contact information with Keith, to include in the project directory.
      i. Anticipating 15-20 groups will be represented in the process, with a smaller core team focused on life safety.
      ii. A larger campus contingency should be kept informed regarding Specht Forum, including adjacent Noel Fine Arts Center and Natural Resources Building, as well as the Chancellor.
   c. Campus is working with UW System to form a Project Charter to include communication and decision-making structure, as well as campus priorities for the project (with budget in mind).

d. While there will be no student representatives in this project, there are opportunities to engage students at multiple points throughout the process:
    i. Attend senate meetings, hold open forums, or conduct intercept interviews.
        1. Could include VR/digital walk-throughs
            a. May also share links to these views for campus to share with groups or students.
        2. UWSP recommendation to visit newly renovated dining hall to engage first- and second-year students.
    ii. The purpose of these sessions would be information-gathering rather than decision-making
        1. Feedback on concepts, furniture, mix of study spaces, etc.
    iii. There is a new director of engagement, marketing, and enrollment that should be kept involved and informed.
    iv. Important to balance the short-term needs of students with the long-term needs of the university – a flexible design will support this.
e. Cindy Von Gnechten teaches interior architecture and develops campus standards. She should be involved to ensure that the building design fits with the rest of campus.

2. Contracting
    a. UW System is championing this project with funds to take the project to 35%. If the project is not enumerated at the July 2021 meeting, it will be shelved until the next capital budget cycle.
    b. Wally and Lois will meet to determine the best approach – writing a full contract upfront or splitting it into two parts:
        i. Program Statement – Gathering information, mitigating risk, making decisions with associated costs, and signing off on what is and is not included in the scope.
        ii. Design Report – 35% of design for State Building Commission, with cost estimate and proposal for full scope of work.
    c. A two-part contracting strategy might be beneficial given large unknowns, like structure and envelope. This would allow the project team to allot money to different disciplines more accurately, rather than processing change orders later.

3. Budget Overview
    a. Assumes a $62.75m construction budget and a $80.27m project budget.
        i. Goal to verify these numbers at the 10% milestone after potential risks are more clearly understood and unknowns are identified.
    b. Project strategy is to decrease escalation by shifting construction earlier.
    c. $42m budget in River's study did not include Specht Forum or account for escalation.

i. River's study did include some assumptions (i.e. no new windows or penetrations) which should be discussed and confirmed.

4. Project Overview - Design Team summarized interview presentation
   a. COPS (Critical Operations Power System) designation will need to be discussed with the city. It's important that the city is informed and assured that their service will be reliable, and connections will be redundant.
      i. Network Connection is within Albertson and is not a redundant function. This includes critical services, like internet connection for police and fire departments. It does not include connection to the emergency call center.
      ii. Consider exploring a shut-down in case something happens during construction.
   b. Unclear whether the building is a high rise.
      i. Based on elevations provided it was within feet.
      ii. Major civil work will be done on both sides of the building and may change the final grade, measurement, and designation.
      iii. NOTE: After the meeting Workshop reviewed existing building documentation from UWSP and notes that the building appears to not be a high-rise condition.
   c. Structure requires a deep dive, but it is suspected that the initial budget is not enough to include the structural scope.
      i. Occupants already notice vibrations and occasionally things fall off the walls, particularly when machines or heavy carts run across the expansion joints.
      ii. Structural issues could be causing the exterior/envelope issues.
         1. Team should plan for some destructive (and then reconstructive) investigation to determine the cause of envelope shifts.
   d. The building's location is an entry to campus.
      i. The pedestrian mall mentioned in the master plan will not happen anytime soon.
      ii. Traffic from the center of campus to the Dreyfus center does exist but is not as heavy as when we previously toured (the dining hall was closed at that time). There is still an opportunity to capitalize on the traffic that does exist here.
   e. Departmental Integration
      i. The Building Program described in the 2019 Renovation Study (DFDM Project #18A1Q) is still valid. No changes are anticipated.
      ii. Groups are ready for a difficult operational discussion.
         1. While each department has similarities, they also have different needs. Balancing flexibility and privacy will be essential.
   f. Conceptual Renderings from Interview presentation.
      i. Overall, although the exterior architectural expression proposed by Workshop in the interview was well liked, the architectural design will require further exploration and development.

ii. Specht Forum will need input from multiple project stakeholders and will likely express a different design direction from what was presented at the interview.
    1. Campus engagement will be essential when making decisions for this space.
    2. The forum has been used for classes, and events like graduation.
    3. The Chancellor raised money/donations based on the last concept study. There was a concept developed, but the funding went to scholarships instead.
    4. Important to observe pedestrian flow through Specht Forum and consider snow removal (turning radii of trucks, etc.)
iii. Campus was under the assumption that there would be no new assignable area added to the building, but UW Systems approved new square footage for circulation, to make the building more accessible.
    1. Will need to determine in useable area (meeting rooms, study space, etc.) that will be approved in a building addition.

5. Project Schedule
    a. The design team is planning for three meetings prior to the first cost estimate. This will include intensive MEP conversations as well as site and building programming. Following the cost evaluation, there will be a budget confirmation meeting to make final decisions and adjustments before the program statement.
        i. This process will be repeated with the Design Report as the final deliverable.
    b. The project cannot be enumerated until July 2021.
        i. The design team noted that an improvement in the overall project schedule might allow the project to bid earlier thus reducing escalation as well as afford the University beneficial use of the facility earlier than December 2023.

6. UWSP Project Goals
    a. Life safety is the top priority – the sprinkler system is failing, and the mechanical systems aren't functional.
    b. The transition and function of the server room is important. It should not be in a floodplain.
    c. Move Student Services from not very accessible spaces on the upper levels to the first two levels of the building. Remove as many barriers as possible.
        i. 47% of students are first-generation (a consistent statistic).
        ii. Integration of departments would be great. Co-location would be a huge step forward.

d. "Beachfront Property" on level two will not be used for offices, but for student-centered spaces only. Level two has the most windows and daylight in the facility.
    i. No conference rooms, classrooms, or lounges will be designated to a specific department. All will be shared.
e. At-grade entrance is key. The hills are a barrier and from an accessibility viewpoint they may not meet universal design standards.

7. Landscape Design / Site
    a. UWSP previously considered buying the adjacent church and closing Reserve Street to car traffic, but the church just built a new addition. Other methods to slow cars and give the street a pedestrian mall feeling may be considered during pre-design so the project scope can be confirmed.
        i. Buses travel on Reserve Street, but cars avoid it because of how many pedestrians are crossing.
        ii. If there's a recommendation for connectivity and pedestrian changes as part of this project, the campus could communicate this opportunity to the city.
        iii. The project's impact on Reserve and Portage Streets may be considered during pre-design but work in either street right-of-way is currently not part of the project.
    b. There is currently no unifying greenspace on campus.
        i. There used to be a green hillside where Fine Arts loading is now.
        ii. Opportunity to reduce the hardscape of Specht Forum:
            1. UWSP would like to see Specht as a student playground, but now it is just a way to get from one building to another.
        iii. The rest of campus is tightly packed with buildings and parking lots – less opportunity for green gathering space.
    c. The future project planned for the Natural Resources Building is mostly a programmatic interior renovation and does not involve the south exterior.
    d. Steam utilities are currently routed at Albertson's north/west quadrant and may be rerouted to avoid the "front" of the building.
    e. Last year parking was implemented on Portage Street to provide the city additional revenue. Theoretically this slows traffic, but makes the street feel more compressed and dangerous.
    f. There is a green roof tray system on the second floor of the building. It is underperforming, but very visible to the public.
        i. Was originally funded by a grant and is supposed to be self-sustaining.
        ii. DFDM does not support tray systems, only built-up systems.
        iii. Project team to consider how the green roof fits with the project's sustainability goals.
    g. Stormwater Management
        i. The campus follows the city's guidelines and submits an annual update.

ii. There is potential to remove impervious materials through the redesign of Specht Forum and the loading dock.
iii. Campus used to implement raingardens on every project but has since backed away and now prefers large scale systems, like the science building that Saiki designed.

h. Saiki will coordinate with UWSP on an irrigation system for Specht.

8. MEP
   a. This summer campus is adding an emergency generator (to replace the temporary unit) on the north side of Albertson between the building and the sidewalk.
      i. This project may need to provide an enclosure around the generator.
      ii. The generator will be highly impacted by the high-rise determination.
         1. Final Review for the generator is next week (week of February 10, 2020). It was designed under the assumption that the building was not a high-rise.
   b. Sprinkler System
      i. Has experienced scaling before due to the local hard water.
      ii. Paul Hansen has not seen a completely dry system used because of the expense. Dry systems also do not eliminate the potential for growth inside the pipes, since the systems still needs to be flushed and tested
      iii. Options for the server room include a chemical agent and a double interlock dry system.
         1. This will be a topic for future in-depth discussion.
   c. Archives – early meetings will seek to better understand expectations for that area, including temperature and humidity requirements.
      i. Currently it is extremely difficult to regulate. There are mold growth issues. On weekends the system shuts down and, in the summer, it gets too warm. The building does not currently have a system dedicated to archives that runs all the time.
         1. Recommend a dedicated system for archives and another for IT.
   d. Server Replacement – UWSP technology group will delve further, but campus should begin to think about what tier level the server will be, as well as a migration strategy (duplication, shut-down, or cloud-based services during construction).
      i. Will discuss further during pre-design.
      ii. Campus expressed concern about infrastructure and fiber and how to keep services running for campus and the surrounding community throughout construction. Fiber currently enters the campus through Albertson.

9. FF&E
   a. Total budget is $2.8 million.

b. Campus and DFDM will work to determine what this budget will include, what will be in the construction budget, and which items will be owner-provided.
    i. UWSP will work with interns to develop an inventory of existing furniture.

10. Additional Concerns
    a. Environmental Impact Statement or Assessment
        i. Campus would prefer an assessment but will need to review the differences and determine who makes this decision.
    b. Historic Preservation
        i. Albertson Hall and Specht Forum are potentially eligible.
            1. Unsure if the 1980s additions impact eligibility.
            2. Anticipate that the character defining features of Specht Forum may include the open space and mural.
        ii. Maura Donnelly will determine the best time to involve the Wisconsin Historical Society
            1. May wait until we know more about the structural issues.
            2. Could budget for one walkthrough site visit with the Wisconsin Historical Society and a number of phone conferences to vet concepts.
    c. Access to Existing Information
        i. Workshop will scan and share site data, specifications, and existing drawings acquired from campus.
        ii. Design team will work with DFDM and campus staff to schedule exploratory testing.
        iii. Campus and UW System completed a Facility Assessment in 2014. The link was made available for the project interview. Nothing significant has changed since this assessment, except for the continual aging/decline of the building systems.
            1. River Study also completed an assessment of the mechanical and fire suppression systems.
    d. This project should be referred to as the “Albertson Hall Project” focusing on student success. It is important for campus culture and departmental integration that it is not referred to as a “library project.”
    e. DFDM will issue a Class One Notice for data/technology switching to be owner furnished, contractor installed.
    f. COTE Top Ten / Sustainability Goals
        i. DFDM is migrating to COTE rather than LEED.
        ii. The extent of sustainability tracking will be considered in pre-design phase.
        iii. Sustainability Coordinator on campus will be involved.
    g. Technical reviewers will be assigned within a few weeks and can serve as resources.

11. Next Steps
    a. Keith, Wally, and Lois will meet to discuss contracts.
        i. Design team is working on pre-design proposal.

b. Once the A/E's contract is close to being executed, Workshop will start scheduling next meetings.
c. Campus and UW System will work to develop Project Charter.
d. Campus will provide Workshop with Design Committee members.
e. Workshop will issue Project Directory with names, roles, and contact information.

The foregoing represents our understanding of the discussions and decisions made during this meeting. If anyone has any changes or comments, please notify the author within seven days of the date of this document.

WORKSHOP MEETING MINUTES

PROJECT: UW-Stevens Point, Albertson Hall Project

WSA Project Number #: 19-276 Owner Project Number #: 19F3E

AUTHOR: Keith Stachowiak

DATE: February 12, 2020

MEETING: Meeting at DFDM Offices

Date: February 12, 2020 Time: 9:30 am

Location: ALB310

Present:	Lois Braun-Oddo DFDM	Wally Johnson Workshop	Keith Stachowiak Workshop

ITEMS:

1. A/E team will develop two contracts – one inclusive for pre-design, separate contract for basic services preliminary design through construction.
2. UW-System is fronting 2.3 million for project.
    A. DFDM is mostly concerned about getting A/E through 35%.
3. Lois confirmed that project will not require third party commissioning. A/E team is plan for Level 1 commissioning.
4. DFDM intends to route site survey and geotechnical investigation fees through A/E contract. DFDM prefers to route destructive investigations through A/E contract but work with UWSP to have contractor portion paid for through campus.
    A. Lois requested A/E estimate cost for destructive investigations similar to plan review fees.
    B. Agency would hire contractor for destructive work and then be reimbursed.
    C. A/E will work to develop the scope of work and locations, and work with DFDM and UWSP to procure (3) bids (or as desired) but signing the agreement for contractor to perform work would be by Agency.
5. Re-cap of Kick-off Meeting
    a. Lois confirmed that current Generator project is not sized to support all needs/capacity for high rise construction.
    b. Based on observation of drawings in facilities department after kick-off meeting, A/E Team currently believes that this is not a high-rise condition.
6. Workshops
    a. Lois: A/E team should anticipate a day with user groups, then separate day with facilities groups.
        i. Examples of facilities include Landscape, site maintenance.
7. Specht Forum
    a. A/E team should be cautious to not design Specht Forum to a very narrow purpose, as the use may change within time.
8. Cost estimates for all design alternatives

   a. Full estimates for each design option are not needed, but cost should be considered for any alternates (Example: more window penetrations in brick walls, or, product “A” vs. product “B”)
9. Project anticipates submission to an August 2021 State Building Commission
10. Pre-design will include a Comprehensive Code Assessment
   a. ADA / Accessibility
   b. Elevators
   c. MEP systems
11. Loss of revenue implications will be the responsibility of UWSP. DFDM may ask the A/E team for schedule projections.
12. Life Cycle Assessment
   a. DFDM requests the A/E team work with Focus on Energy’s Design Assistance program for potential energy savings for the project.
13. Renderings
   a. There is no particular event as a target for renderings, but one could be decided on.
   b. Renderings could be used with new student tours.
   c. Renderings could be itemized as a deliverable in the future phases beyond Pre-Design.
14. Transportation / Circulation
   a. Currently this not an anticipated need for the project but may be considered for the second A/E contract.
15. Signage / Wayfinding / Environmental Graphics and Branding
   a. Code-required signage will be included in the second A/E contract. Enhanced graphics, including wayfinding signage and/or branding may also be considered for the second A/E contract or as a separate change order later in the project.
16. Sustainable Facilities
   a. DFDM Standards are switching from LEED to AIA COTE Top 10.
   b. Project should be focused on sustainability in general.
17. As built / Record Drawings
   a. DFDM A/E Policy and Procedure Manual is a bit vague on deliverables for BIM.
   b. DFDM will require electronic version (PDF and CAD).
   c. A/E team fees are to include at least two full paper copies, one for DFDM and one for the Agency.
18. Phasing options may affect the data / server room, but are not part of the overall project planning.
19. Historic Preservation
   a. Lois to speak with Maura and possibly Jen Davel – the general understanding is that the project will not be considered a historic building.
20. A/E Proposal will list a series of all-day workshops during Pre-Design
   a. Go-To Meetings can be held for anything in between.
21. Elevator Consultant
   a. Workshop has worked with Performance Elevators previously on complex elevator projects.
   b. Elevators here are new and fairly straightforward – the team may not need an elevator consultant. Adding an elevator consultant may be considered if warranted.

The foregoing represents our understanding of the discussions and decisions made during this meeting. If anyone has any changes or comments, please notify the author within seven days of the date of this document.

WORKSHOP MEETING MINUTES

PROJECT: UW-Stevens Point, Albertson Hall Project

DFDM Project Number #: 19F3E WSA Project Number #: 19-276

AUTHOR: Brook Meier

DATE: August 21, 2020

MEETING: Pre-Design Workshop #1

Date: August 11, 2020 Time: 8:00 am

Location: ZOOM

Present:

Lois Braun-Oddo DFDM	Maura Donnelly UW System	Pratima Gandhi UWSP
Paul Hasler UWSP	Gretel Stock UWSP	John Harper UWSP
Tina Kramer UWSP	Allison Henke UWSP	Peter Zuge UWSP IT
Heather Springer UWSP	Mindy King UWSP	Rob Kobiske UWSP
Cindy Von Gnechten UWSP	Brook Meier Workshop	Wally Johnson Workshop
Scott Ackatz Workshop	Libby Castro Workshop	Yash Mehta Workshop
Abbie Moilien Saiki Design	Nik Swartz Saiki Design	Kathleen Ferrero Saiki Design

ITEMS:

1. **Introductions / Overview**
   a. Project Description & Scope was reviewed from the original Request for AE Design Services. It was noted that this has been updated and is part of the Project Charter, which will be distributed.
      i. Scope is thought of in 2 parts – BUILDING & SITE.
      ii. Building Scope encompasses Improving Life Safety, Replacing Infrastructure, Reconfiguring Spaces, Improving Daylight, and reworking loading dock.
      iii. It was noted that as the Design Team reviews the building that there are several areas that might create a premium in budget terms – High Rise Code, Structural Deficiencies, and Building Envelope concerns.

iv. The Project Request has changed since it was included in the Request for AE Design Services. The Description will be updated for the Program Statement and again for the Design Report.
v. Site scope involves the reconstruction of Specht Forum as well as the East lawn of Albertson Hall.

b. Project Budget was reviewed. The initial Request for AE Design Services laid out a $62,753,000 Construction Budget and $80,270,000 Total Project Cost.
   i. Maura noted that it is not intended to be an $80m project and described the escalation process used while putting capital requests together. The goal was to try to escalate the project budget to an adequate level in the event the project is delayed before State Building Commission approves the project to proceed into Final Design and Construction.
   ii. Lois noted that this is a fluid process and that the design should be done with priorities in mind.
   iii. This process is intended to identify budget risks and develop a realistic cost estimate for meeting the long-term needs of the building and the campus, and not go back to the building commission for design contingency.
   iv. A breakdown of the major pieces that make up the Construction Budget was noted – identifying the various components of the project that will make up this budget.
   v. Costs outside of this Construction Budget were also noted.
      1. Equipment and Other Costs (Furniture & Movable Equip., Special Equip.)
      2. Design and Management Fees (DFDM, A/E, Commissioning, Survey, etc.)
      3. Project Contingency (Managed by DFDM)

c. Project Schedule was reviewed – noting the major milestones.
   i. Program Statement – November 2020
   ii. Design Report – May 2021
   iii. Discussed the need to get any contractors on site to perform intrusive investigation work.
   iv. It was noted that the Request for AE Design Services schedule will be quite different from the actual schedule. Maura noted that Enumerated and Targeted schedules can be quite different.
   v. Paul inquired about construction duration – cited as 12-14 months in the schedule. It was noted that the Design Team will consult with General Contractors to discuss construction and possible construction duration.

d. Project Charter was discussed. Revisions need to be made. Maura will review and adjust. Allison will share the current version with the Design Team.

e. The Goals of the project were discussed – and it was noted these are more clearly identified in the Project Charter – expanding on those mentioned in the 2019 Study.

i. Gretel laid out a comprehensive vision for the project, citing the building's role on campus as the "Academic Support Backbone" and making sure this is the "Students' Place."
ii. Paul noted the balance of needs of the occupants with practical concerns. Creating a safer building is the #1 priority.
iii. It was noted that there does not seem to be a need for food in this building, with other dining options so close.
iv. Gretel itemized some critical pieces to the project being successful such as making the building more approachable, accessible. The building must be HIGHLY flexible to meet the challenges of the next 50 years and support a robust physical collection in the building.
v. Mindy noted that the building needs to provide easier wayfinding citing people do not understand how to navigate the building, especially the upper floors. Stair towers are opaque navigation devices and access to floors is not friendly. The need for environmental graphics is high as well.
vi. Peter brought up the idea of Bluetooth Beacons possibly helping with navigation.
vii. Paul noted that the current climate control is by floor, which does not provide much flexibility for meeting their needs.
viii. Other project goals and priorities include (not listed in any order):
    1. Access to technology
    2. The building feels approachable
    3. Increase circulation into and through all parts of the building – "it is okay to explore the building"
    4. Easily accessible services

f. Wally encouraged everyone to think more about the "Jobs to be Done" by this project when it is complete.

2. **Future of Student Services and Library Facilities**
a. What are the current trends that should be paid attention to for this project?
    i. Do students need a wider variety of resources? Can we identify the new stressors & challenges of being a student and what their developing needs might be?
    ii. Do students need more space to spread out? What sort of variety of options are required to address the "heads down" work of studying as well as the growing need for student collaboration?
    iii. Is "Library Anxiety" reducing overall effectiveness of the services currently provided?
b. Mindy noted that they are very focused on providing equitable access to resources, and one stressor is electronic access and resources, which can feel invisible. How do we put these resources on display? There is a need to shift from being WAREHOUSE into a series of ACCESS PORTALS. There is a need to provide a variety of space types for all sorts of activities and people – while

maintaining expectations for what the space will be – such as loud groups distracting from quiet study. Students need to know "This is your space."

c. Gretel mentioned that there is a need to identify ways to expose the help that is available. 47% of students at Stevens Point are First Generation.
d. In many ways the services provided are "Place Based" – so putting them on display is critical to them being successful.
e. The trend of brining food service into libraries was mentioned. The Food for Thought Café, originally in the program, has been removed. The idea now is to create a space that can be converted in the future – having stubs for plumbing and a space that can provide this in the future.
    i. It was noted that this building has some of the highest returns on vending machines. Consequently, including space for vending will be required in the program – (5) machines, (1) Microwave, and (1) sink. The future Café spot might be perfect for vending now.
    ii. The future café area could also serve as an event space for small groups and adjacency to Specht Forum could be beneficial. It was noted that Vending should be separate from the event space so people wanting access to vending do not disrupt events.
    iii. Providing space for consuming food or coffee picked up from nearby locations could also be a good strategy.
f. The need for "ALL GENDER" restrooms will be required on at least the first floor, and the expectation is that there will be more – maybe every other floor.
    i. It was noted that this strategy might reduce total number of plumbing fixtures. It was also noted that the current code does not recognize "all gender" restrooms.
    ii. Madison Vet School is a recent example that should be reviewed for the layout and placement.
    iii. Maura noted that the goal should also be LESS DOORS that you need to touch.
g. Flexibility is going to be a critical item to design for – as creating this into a building that can adapt to new needs or changes will make that process easier for campus and the building.
h. Future discussion topic: How can the Specht Forum address the goals of Albertson Hall and other adjacent buildings?

3. **Inclusive Placemaking**
    a. How are the current events – COVID and Black Lives Matter as examples – shaping the campus and shaping this project? In what ways can this project reach beyond those potential barriers to ensure a successful project?
        i. Gretel laid out the challenge to design with the most marginalized students in mind.
        ii. It was noted that the best buildings create a symbiotic relationship between community and facility, each inspiring the other.

iii. Strang & Banning's "Hierarchy of Environmental Design" provides the core of Workshop's beliefs. One needs to build this pyramid starting with providing space that is Safe and Inclusive, before fostering Involvement from users, the sort of participation and engagement that can lead to a real sense of Community.

b. The Design Team will look to employ several tools during this process.
   i. Collecting user feedback -
   ii. MIRO, a software platform, will allow us to collect feedback in some of the same ways we do for in person meetings. The software will allow for a wide range of feedback from everyone involved.
   iii. The dynamic of "Thin Space" vs. "Thick Space" is critical to creating dynamic spaces that overlap and are infused with energy.
   iv. Highlighting Relational encounters of Transactional ones will be critical to changing the tone of the building and lower the anxiety inherent in some of these spaces and use of services.
c. Paul noted the idea of having movable walls – a DIRTT system would be an option for this – to create a building that is highly adaptable. These are not walls that are moved by students daily, these are walls that will be altered on a semester time scale to re-organize spaces as needs change. This is particularly necessary on levels Ground / First / Second.
d. Lois noted that the new sustainability goals have been posted for DFDM. This project will need to follow this process.
e. It was noted that this building should be visibly active through windows that put that energy on display.

4. **Architectural Program**
   a. The program provided in the 2019 study was reviewed in detail to determine what revisions to this document should be made.
      i. What has Changed?
      ii. What is Changing?
      iii. What Needs to Change?
   b. The overall program was discussed first.
      i. It was noted that the Paying for College component (1,310 ASF) would no longer be in the project.
      ii. As previously discussed, the Food for Thought Café will be a future component, not included at this time.
      iii. The Student Success Concierge – and the form that takes – will be part of the planning process. May need multiple portals of this nature.
      iv. Having adjacencies between ACA, DATC, TLC, OIE, and Library Reference at the lower levels is important. They need to occupy that valuable real estate, and all make use of sharing common spaces together.
   c. Tutoring Learning Center (TLC)
      i. Confirmed location and adjacencies.

   ii. No anticipated changes to the 2019 program.
d. Student Success Concierge (SSC)
   i. As noted, its configuration will rely on the way the floors layout and need for this component.
e. Academic & Career Advising Center (ACAC)
   i. Confirmed location and adjacencies.
   ii. Would benefit from having an additional exit that is more private.
f. Center for Inclusive Teaching & Learning (CITL)
   i. This is not a student centric space – but rather teacher centric. Should be located at upper levels.
g. Office of International Education (OIE)
   i. Confirmed location and adjacencies.
   ii. There are some private offices but generally should be an open space that acts like a hub.
   iii. There are display opportunities for this program that should be kept in mind.
h. Disability & Assistive Technology Center (DATC)
   i. Need to avoid stigmatizing use of this office.
   ii. Private reception and private offices for confidential conversations.
   iii. Need for quiet testing to occur.
   iv. Noted that a hospital or clinic model is a good analogy – comfortable reception and highly private, confidential rooms beyond.
   v. Tech requirements for video proctoring of exams.
i. University College Administration
   i. Confirmed location and adjacencies.
j. Paying for College Center – REMOVED FROM PROGRAM
k. Library
   i. No significant changes in need.
   ii. Noted that the Archives and the Research are somewhat separate from the normal collections – a special area.
   iii. There is some question as to whether the areas provided for in the 2019 Study are full height stacks and if the structure can support that much weight. These may have been half-height stacks in some areas. Existing stacks have already been shrunk and do not anticipate reducing further.
   iv. Need to have some library offices be close to the reference desk, others can be in other parts of the building.
   v. Receiving and Cataloging to located adjacent to loading dock.
l. Information Technology (IT)
   i. Receiving area having access to loading area and proximity to workstation support.
   ii. IT Help desk should be in a visible, high traffic area.
   iii. Preference to be near the data center.
   iv. Would like more windows to their lower level.

v. Noted the flooding concerns of the server room – floodplain to be kept in mind.
vi. The original intent to get all campus-wide IT into 1 spot will not be possible, so they will be in 2 locations as they currently are.

m. Shared Common Spaces
   i. Houses the most meeting rooms on campus.
   ii. Need to add a shared kitchen and lounge for staff – to be located at an upper level.
   iii. Location of shared spaces to be adjacent to many departments at the lower levels to meet their functional needs.
n. Food for Thought Café
   i. Removed from Program – but future location should be part of the planning now.
o. Support
   i. Storage is very necessary and should be considered in terms of location and best adjacencies.
p. Adjacency Matrix
   i. Matrix will be revised with the above notes in mind. Will be part of the confirmation process for each department with the Data Worksheets process.
q. Program Verification
   i. Gretel and Peter will lead the program verification process. The Design Team will distribute Data Worksheets as well as current program and the adjacency matrix for deeper consideration by departments.
r. The test fits provided in the 2019 Study were used to gather feedback on layout and implementation of the provided program.
s. Lower Level / Ground Level
   i. Providing at grade, accessible access is critical.
   ii. Service points seem to work well here – Library Circulation and IT Help Desk.
   iii. The Data Center location was discussed. It is currently at the lower level near potential flooding. Relocating the center will be discussed further. At the next set of meetings, IMEG will be able to direct a conversation on this topic. For now, it the location is in flux. It would be nice to have offices nearby, but the safety of this room is paramount.
t. First Level
   i. The open concept employed is correct and the potential use of movable walls would magnify this.
   ii. It was noted that this area should put the energy of the building on display – making the balance of offices at the exterior important to consider, as these offices will close at 5pm and make the building seem more quiet and empty.
   iii. This should be high trafficked area for people to study, meet, and access the services available.

u. Second Level
    i. Commonly referred to as the “Beach Front Property” – this level is unique for its amount of glass and views over the lower roof to the campus beyond.
    ii. The 3-story atrium worked to bring visibility to this level from below – though enclosed at this level to avoid code issues.
    iii. Another possible strategy is a grand stair element that directly connects multiple floors.
    iv. Paul noted that the roof at this level could be considered for outdoor seating.
v. Third Level
    i. Appropriate level for faculty meeting space.
    ii. Noted that the climate control for the archives here would be critical.
    iii. Also, that the archives provide an opportunity for display areas.
w. Fourth / Fifth / Sixth Levels
    i. Accommodating stacks – in conjunction with Structural.
    ii. Provide study spaces for students.
    iii. Sixth Level remains a unique challenge with the full height trusses which limit circulation to some extent.
x. Penthouse
    i. Current Penthouse layout will be evaluated. It currently has several rooms and accommodates cell towers, that need to remain.

5. **Building Analysis & Opportunities**
a. The 2nd set of Workshops – in early September – will look deeply at the building systems – structural, enclosure, mechanical, fire suppression, electrical, AV, and issues of building codes.
b. The challenges involved with the Site, Building Exterior and Interior were briefly discussed.
    i. How the forum and the landscape transition to a lower entry point is a huge opportunity to change the nature of the exterior and expose a whole level of the building to daylight and increased usage.
    ii. The wholesale reorganization of the building to accommodate the new program provides a series of challenges and opportunities to rethink how the building functions and how the different departments serve the campus at large.
    iii. The opportunity to address poor wayfinding, provide more daylight, and provide a highly adaptable building are important metrics to keep in mind.
c. Achieving building access at the Lower Level was a key feature in the 2019 Study. Although it involves cost to remove a significant amount of earth, the benefits of direct access to the Lower Level and subsequent interior program reorganization are compelling.
    i. It was noted that special attention should be paid to visibility and vertical circulation. The building already has trouble drawing people to upper

floors, but now we would be entering the building a level lower – there is concern that this will make upper levels even more inaccessible.

d. Mechanical Distribution was provided at the penthouse level in the 2019 study. However, the Design Team prior to the interview, did analysis that suggested this would not be possible to accommodate, and initial structural analysis confirms this. As suggested in our proposal, it may be possible to create a "Sliver" addition at the West, that houses the mechanical systems and fosters a better architectural solution.
e. The Loading Dock to the East is currently accessed by a ramp that does not meet typical standards for loading and receiving. Addressing this challenge might allow for not only a better loading process, but also an improved entry to the building.
f. The design concepts provided at the interview will serve as a conceptual launching point to developing a project that transforms these challenges into opportunities to address the larger goals of the project.

6. **Set-Up Focus Groups**
   a. Due to time constraints of the meeting, this portion was cut short. The Design Team will reach out to the Committee via email to coordinate the Set-up of Focus groups in preparation for the next round of meetings.

7. **Site**
   a. Campus Context:
      i. Strong link between Dreyfus University Center and Albertson Hall providing student services and bridge between academic core of campus and administrative services. A lot of pedestrian movement back and forth.
      ii. Intersection of Portage Street and Reserve Street as 'Campus Gateway' from south.
      iii. Portage Street as 'Campus Edge' potential branding opportunity for campus.
   b. Access:
      i. Fire Access
         1. Will need a follow up meeting with City of Stevens Point Fire Department to discuss existing fire lane(s) and aerial apparatus access on site. Not known as of 8/11 meeting.
         2. **UWSP will setup a meeting with City of Stevens Point Fire Department & A/E team to discuss.**
      ii. Dumpster Access
         1. Waste picked up from loading dock, taken to Waste Education Center and processed as part of campus sustainability initiative.
         2. Will never see dumpsters outside of Albertson Hall or Noel Fine Arts building.
      iii. Snow Removal

1. Portion of west stairs (front of Albertson) are chained off. Too much for campus to clear all hardscape, stairs, and ramps currently. Keep most direct routes open.
2. Two sidewalks in an 'X' configuration are plowed through Specht Forum.
3. Use a pickup truck with a blade attached for snow removal. Need 8' width minimum for access.

iv. Additional Considerations
1. Future project (date unknown) to replace cooling towers on top of Trainer Natural Resources Building.
2. Will need access from Portage St. for crane to lift from Specht Forum.
3. This access might be useful for future access to TNR building beyond the cooling tower project.
4. Discussion regarding crane access in Specht Forum and TNR building cooling towers to be continued at a future workshop.
5. Need to consider existing electrical generator and mechanicals at SW corner of the building behind planter wall.

c. Circulation:
i. Significant Paths on site
1. Portage Street on south side of building important.
2. Path 'E' between Albertson Hall east entrance and DUC.
3. Path 'B' through Specht Forum (runs northwest to southeast) to get to different parts of campus is most significant path through Specht Forum.
4. Most approach building entrance from side stairs on Portage Street or from TNR building, Path 'J' on west side of building or use the ramps on east side of building.
5. North/south movement on Reserve Street.

ii. Students cut through Trainer Natural Resources building (both entrances from Specht Forum) especially in winter.
iii. A lot of students going to Fine Arts building will stay along Portage Street and then enter the building rather than cutting through Specht Forum.
iv. Desire path from northwest to DUC
1. Reappears even after efforts to dissuade. Comes back year after year.
2. Need to incorporate and acknowledge this route into site design.
3. Pedestrians do not like to walk up the hills.

v. Parking Lot R south of Specht Forum is heavily used by commuters for Albertson Hall and campus beyond.
1. Students, faculty, staff all park here. A lot of students use metered parking here.
2. Challenge to get across Portage Street.
a. visual barriers.

b. snow piles in winter.
c. lack of accessible curb ramps.

3. Desire of campus to make this experience more accessible and safer for pedestrians. Also, for a for permeable campus edge to help orient newcomers.

d. Gathering Spaces and Events:
   i. Specht Forum Current Use:
      1. Mostly a 'pass through' space.
      2. "Sun baked concrete slab".
      3. Occasional dance class by Theater Department.
      4. TNR building uses native plantings for teaching on south side of their building.
      5. Will be screening outdoor movies this fall.
   ii. Specht Forum Historical Use:
      1. Graduation
         a. No desire to host graduation here again. Too small for graduation space since the Noel Fine Arts addition happened.
   iii. Specht Forum Design Considerations/Opportunities:
      1. Opportunity to reimagine Specht Forum as a campus quad space and more engaging to campus. Does not have to be square can be circular in form.
      2. Opportunity for some outdoor gathering spaces. Only quad like open space on campus that is not an athletic facility. Not too carved up but for slightly larger groups of 30-50 people. Not 100's of people.
      3. Consider some sort of memory/historic significance of 'Sundial' form in the new design to honor the history of the space.
      4. Would like to reduce amount of hardscape.
      5. Keep space flexible, do not box into single use(s). Consider moveable furniture.
      6. Make space iconic.
      7. Like the more intimate gathering spaces immediately adjacent the buildings with smaller moveable furniture (as shown at interview) for activating the building and edge of Forum. But keep 'The Sundial' a public space for campus.
      8. Consider adding permanent provisions that would support tent for future events at the Specht Forum where tent could be set/up taken down easily like was done at University Ridge Golf Course: Outdoor Art Fair (?), Outdoor community groups, teaching – Covid implications.
   iv. Chancellor supportive of previous Specht Forum design by Smith Group/JJR but keep in mind more constituents that need engaged in

conversation including the Advancement Office, TNR building, COFAC, etc. regarding their uses of the Forum.

v. Formal outdoor classroom spaces elsewhere on campus have not seen much use, would prefer to keep Specht Forum space more flexible for learning purposes. Do not dedicates space for anything formal as an outdoor classroom here. It is cold most of the academic season.

vi. Campus sustainability director will likely push for way to add solar to project as a campus wide goal. Need to balance with needs of safety and building structure.

vii. Not a lot of shaded outdoor space for building staff to take lunch break on site. One picnic table on side of hill, east side of Albertson Hall currently. Would like more opportunities for that.

viii. Would like more site furniture for gathering space on site but consider where the furniture is stored during winter.

e. History and Significance:
   i. Building and Specht Forum are not being considered a historic or reviewed with WI historical society.
   ii. Specht Forum is known as “The Sundial” to everyone (since at least the 1990s, likely much earlier).

f. Plantings and Grounds:
   i. Campus leaders acknowledge some use of native plantings may be appropriate but need to be well defined and purposeful. Instructors should be using Schmeeckle Reserve as education center.
   ii. Some planting installation challenges on campus with xeriscaping in past (Suites) and may not be well received on this end of campus.
   iii. Only 5 Grounds Staff members for all of campus currently.
      1. Planting design must be manageable, “less is more” approach. Might look good after 5 years but think beyond that. Plantings should be sensitive to budget and resources available to maintain.
      2. Large shrubs have been and continue to be removed around campus.
   iv. UWSP will send copy of current campus grounds master plan to A/E team to use as general guidance in planting design and species selection.

g. Draft Survey/Questionnaire Review:
   i. Purpose of the survey is to engage the various user groups for input on the Albertson Hall/Specht Forum site program that will be developed.
   ii. Feedback:
      1. Question 3 “What is your personal favorite outdoor space on campus and why?”: Consider excluding ‘Schmeeckle Preserve’ in this question. This is likely most peoples’ favorite space and might skew our data and the reserve is different than other spaces on campus immediately adjacent to buildings, like Specht Forum.
      2. Schmeeckle Preserve should be corrected to Reserve.
      3. How are the Chemistry-Biology Building site elements perceived?

4. Seems to be used mostly as a pass-through space. Not much use as a hangout space.
5. Question 9 “what would you like in Specht Forum?”: Add ‘Wi-Fi’ as another option.

iii. Change survey deadline to early/mid-September to get data from students.
1. Classes start September 3rd.
2. Consider pushing to week after and give two weeks. Difficult to get student response rates.
3. Can push through SGA.

iv. Consider offering this survey to community members as well. Specht Forum is also a community space, in addition to a campus space.

v. Additional Organizations to Consider (for survey distribution)
1. Old Main Community Group. Alumni and Foundation might help be able to identify contact person.

8. **Next Steps**

a. The Design Team will distribute Meeting Minutes to the Committee and the full Design Team.
b. Work with campus to identify user groups that should be engaged and discuss how/to what level of engagement for Albertson Hall & Specht Forum site.
c. Refine and review Specht Forum survey with UWSP in further detail and discuss distribution.
d. The next set of meetings will be targeted for the first week in September. Classes being on September 2.

The foregoing represents our understanding of the discussions and decisions made during this meeting. If anyone has any changes or comments, please notify the author within seven days of the date of this document.

WORKSHOP MEETING MINUTES

PROJECT: UW-Stevens Point, Albertson Hall Project

DFDM Project Number #: 19F3E WSA Project Number #: 19-276

AUTHOR: Brook Meier

DATE: September 18, 2020

MEETING: Pre-Design Workshop #2

Date: September 8, 2020 Time: 9:00 am

Location: ZOOM

Present:

Lois Braun-Oddo DFDM	Maura Donnelly UW System	Paul Hasler UWSP
Gretel Stock UWSP	John Harper UWSP	Allison Henke UWSP
Heather Springer UWSP	Tina Kramer UWSP	Peter Zuge UWSP IT
Cindy Von Gnechten UWSP	Mindy King UWSP	Rob Kobiske UWSP
Brook Meier Workshop	Wally Johnson Workshop	Scott Ackatz Workshop
Libby Castro Workshop	Yash Mehta Workshop	Rob Merkel Thornton Tomasetti
Justin Cline Thornton Tomasetti	Paul Hanson IMEG	Corey Martin IMEG
Marty Witt IMEG	Amanda Plachinski IMEG	Alex Giberson IMEG
Greg Moquin SM&W		

ITEMS:

1) Introductions / Overview

i) An overview of the Project Schedule was reviewed to provide schedule context for the September 8th and 9th series of meetings. A more detailed discussion about the Project Schedule was part of the September 9th meeting.

2) Thornton Tomasetti – Structural Engineering / Façade Analysis

a) Thornton Tomasetti (TT) presented a summary of the existing structural systems and the floor capacity at each level based on their review of the original construction documents.
   i) The building features two vintages of construction – the original, mostly concrete construction dating to circa 1967 and an expansion undertaken circa 1984 featuring mostly steel framing hung from long-span trusses placed at the top of the building.

ii) Typical occupancy/live load capacity at the floor areas part of the original 1967 construction is 100 psf. Typical live load capacity at the 1984 expansion was 150 psf. Some areas of the expansion featured 200 psf capacity to support high-density shelving.
iii) Per applicable building code provisions, library stack rooms should have a minimum live load capacity of 150 psf. Higher capacities are necessary at areas with high-density shelving. Other areas such as public corridors, reading/study rooms, and offices have lower floor load requirements, ranging from about 65-100 psf.
iv) The original 1967 construction was designed to accommodate a future vertical expansion. TT indicated that some of the original reserve capacity was utilized in the 1984 expansion, but columns in the central part of the building between the stair towers may have reserve capacity remaining.
v) According to UWSP, the existing green roof at level 2 was added circa 2005. It consists of a tray system, and existing aggregate ballast was removed to install trays. TT suspects that weight of trays is most likely similar to the weight of the original aggregate ballast at adjacent areas.
vi) TT will collaborate with Workshop to evaluate the extent of structural strengthening necessary for forthcoming conceptual programming schemes.

b) TT presented recommendations for exploratory openings and material testing at the exterior walls and at other areas of suspected distress. The findings from that investigation will help determine the scope of remediation necessary at the existing building envelop and at other areas where problems have been reported.
i) UWSP indicated that there is an additional cracked window near the southeast corner of the main level on the east side of the building between grids B and C. This window is in the mirrored location of the boarded up window near the northeast corner of the main level between grids H and J. The southeast window is not accessible from the interior.
ii) TT has recommended an exploratory opening in the ceiling at the northeast window to allow TT to investigate the cause of the distress (included in investigation sketches sent previously). TT suspects that both the northeast and southeast conditions are likely similar. Thus, findings at the more accessible northeast window should be sufficient to identify the scope of remediation necessary at both conditions.
iii) UWSP reported that water infiltrates the windows on the 5th and 6th floor during high wind and rain events. Exterior window frames were re-sealed approximately 8 years ago, but water infiltration has persisted/returned.
(1) TT will visually review when on site.
iv) UWSP reported that floor tiles in the main level lobby had de-bonded from the concrete slab and were replaced. The wall adjacent to this area is also reportedly showed signs of distress. Additionally, floor tiles in the southeast stairwell at the main level have started to de-bond from the concrete slab.
(1) TT will visually review when on site.

c) TT indicated that hygrothermal analysis of the existing exterior walls may be beneficial for understanding whether indoor air controls (i.e. constant temperature and relative humidity) suitable for preservation of historic archives can be implemented as part of the project scope without also making changes to the perimeter wall systems. If not studied, changes to the indoor air controls could have unintended consequences at the existing perimeter walls, where moisture transmission and condensation could occur, potentially resulting in material degradation, mold growth, and/or other problems.

3) IMEG – Mechanical / Electrical / Plumbing / Data / Fire Protection

Technology/ Data

a) DFDM project 20F2H is in a separate small project to replace fire alarm with single mode.
b) At least twelve (12) fibers need to be routed from data center to existing buildings plus additional fibers that will be spliced in manholes outside building.
i) Will need to create new pathways to route new fiber while keeping old fiber live as part of phasing process.
c) Team needs to investigate, identify, and maintain cellular connections routed from penthouse.

d) New fiber will be routed to all seven (7) buildings in the quad.
e) Campus wants to update all old fiber in the building – this would potentially be additional project scope.
f) Moving the server room out of the basement is a necessity for Campus.
g) Possibility to temporarily move to redundant center in student services- electrical /cooling capacities are a concern.
    i) Do not have full redundancy as far as server capacity. Currently have redundant connectivity.
    ii) Do not have budget for full redundancy of servers.
    iii) As long as we provide enough fiber and space to new location, cellular and 911 services will not be affected.
    iv) There is a risk with having no redundancy with only having one location.
    v) DFDM, UW System and UWSP staff will meet separately to consider options for the Data Center both during and after construction.
h) Keeping data center in active construction center is concern.

Electrical

i) IMEG asked if the entire building can have power shut down for 6-8 weeks if data center is moved to a different building. Campus needs to investigate contracts with the cellular provides to determine if an outage is acceptable.
j) If power is needed during construction for portions of the building, phasing concepts will need to be developed. Areas of impact likely include service entrance, cell tower rooms and associated power feeds, and data center and associated power feeds.
k) Electrical and telecom are currently in the same room. That is not recommended and does not meet current clearance requirements for racks.
    i) Can create stacked new electrical rooms in different locations if building is taken offline.
    ii) Data rooms will need to be new to meet DFDM and campus standards.
    iii) IMEG to send markup to WSA for additional clarification on which rooms need to be enlarged or can easily move.
l) Due to phasing potential a new medium voltage electrical room will be required. It should to be very close to the existing service entrance to minimize cost impacts.
m) Two step approach required to determine the electrical room design.
    i) What is campus required to do for cell towers?
    ii) What is required for life safety if the server room is within the building?
    iii) Both existing generators are to be reused. This will require transfer switches and feeders to stay near the generator locations.
n) Campus would like to get rid of the standalone recessed electrical panels and have them all in electrical rooms. IMEG to send markups to WSA of suggested electrical room locations and sizes to consolidate panels in the lower level.
o) A new fire alarm system is required for the building. The fire alarm system currently has older fiber to other buildings on Campus. IMEG needs to investigate potential impacts of an upgraded system in Albertson with the other buildings on Campus.
    i) Fire alarm system will be Simplex. A Class 1 Notice will be required.
    ii) Campus okay with IMEG contacting Simplex. Kurt Miller is the Campus contact at JCI/Simplex.
p) Lighting will be all LED with terminal contention drivers.
i) Paul Hasler providing documentation for this option to IMEG.

Plumbing

q) All plumbing above and below grade to be replaced.
    i) Campus confirmed that they do not soften water systems.
    ii) Campus confirmed that 120˚F is acceptable for hot water in building.
r) Campus identified existing issues with plumbing system to be addressed during replacement.
    i) Backward inverts.
    ii) No pitch to sanitary piping.
s) All storm piping to be replaced from roof to exit. Campus confirmed existing storm exits are not problematic.

Mechanical

t) Campus confirmed that condensing units serving tenant spaces in penthouse belong to tenants.

u) Campus requested removal of abandoned mechanical equipment on penthouse roof.
v) Campus confirmed steam entrance is five (5) years old. Due to this IMEG recommends the existing steam service remains in its current location if it works from a site standpoint.
w) Campus confirmed chilled water service at least twenty (20) years old. IMEG to discuss with DFDM, but initial thought is piping can be reused.
x) IMEG to design a standalone air handling system for archives area with appropriate humidification/ dehumidification requirements.
y) IMEG's design intent for air handling in rest of building is as follows.
    i) Basement level, Level 1, and Level 2 to be served from mechanical space on third floor and Levels 3, 4, 5, and 6, to be served from penthouse.
    ii) IMEG to have separate meeting with campus HVAC team to discuss control of building.
z) IMEG to design for the removal of grade level intakes noting that new intakes should meet DFDM height requirements for any HVAC equipment serving office/library space. Electrical or mechanical room cooling may include grade level intakes.
    i) Campus requested humidification necessary in archives, but other areas do not require humidification.
aa) Campus confirmed that other air handler coils on campus are pumped hot water coils. During follow up meeting Campus requested steam coils rather than pumped hot water coils for this building.
bb) IMEG noted that data center location could be restricted by refrigerant piping routing.
    i) Campus confirmed that current unit serving data center uses glycol water which provides less distance restrictions than refrigerant. Using a similar system would allow more flexibility with the server room location.
    ii) Campus requested base load redundancy for cooling capacity at a minimum. Additional discussions will occur as design progresses on the exact redundancy level required.
cc) Campus requested that controls are provided by JCI Metasys and that be maintained. A Class 1 Notice will be required.

Fire Protection

dd) IMEG to design a new sprinkler and standpipe fire protection system.
    i) IMEG to determine if building requires fire pump. Fire pump would require new water service location so it can have exterior access. IMEG awaiting hydrant flow test information from city to determine available pressures.
    ii) IMEG to design a DIPS system or chemical agent system for archives area.
    iii) Campus requested IMEG design a dedicated chemical agent system for sever room. IMEG to investigate DFDM suggestions/ requirements for server/data rooms.
    iv) Fire suppression within stack areas will be considered on stack by stack basis.

4) Shen Milsom & Wilke – AV / Acoustics

a) Committee acknowledged that the Pre-Design RFP was lacking AV scope.
b) Campus does not have AV Standards doc, but will prepare a document and send soon.
c) SMW noted importance of separate IT TR rooms from current combined Electrical/IT rooms, as AV also needs space, and will require IT drops supporting AV
d) Campus standard for AV, control and RSP is Extron. Will require Class-1.
e) With existing building, avoid floor boxes due to cost of Xray of existing floors, but will permit if required.
f) Paging System:
    i) Typically for corridors and library areas, for typical paging.
    ii) Not intended for Life Safety, however campus has tied RAVE mass notification into paging of recent building. Committee agreed to discuss tie of campus RAVE into Fire Alarm, not AV paging.
    iii) Paging system source is POTs input. No paging microphones.
    iv) No Background music is required.
g) Room Scheduling: Yes, by Extron.
h) Web Conferencing is typically via BYOD as Zoom or Teams session.

i) Campus procurement is looking into whether AV equipment should be OFOI (Owner-Furnished, Owner-Installed) or OFCI (Owner-Furnished, Contractor Installed), or CFCI (Contractor-furnished, Contractor-installed).
j) Wireless video presentation product is currently Mersive Solstice, but is not a campus standard.
k) Digital Signage will be discussed at September 23rd meeting.
l) Campus will provide any/all PCs.
m) Lecterns:
    i) There is no campus standard.
    ii) Lecterns must support Doc camera.
    iii) Procurement process whether AV equipment and installation is hard bid or FFE is yet to be determined.
n) No existing technology will be reused.
o) Classrooms are not formal, but rather meeting spaces used as adhoc collaborative instructional spaces.
p) SMW will prepare a Pre-Design Report and Budget for campus review – keeping in mind schedule for report submission and review periods – campus' requirements should be put forth.

5) **Next Steps**

a) Architecture and Landscape Meeting to continue on September 9th.
b) The Design Team will distribute Meeting Minutes to the Committee and the full Design Team.
c) The Design Team will work with campus to identify user groups that should be engaged and discuss how/to what level of engagement for Albertson Hall & Specht Forum site.
d) The next set of meetings will be targeted for the first week in October.

The foregoing represents our understanding of the discussions and decisions made during this meeting. If anyone has any changes or comments, please notify the author within seven days of the date of this document.

WORKSHOP MEETING MINUTES

PROJECT: UW-Stevens Point, Albertson Hall Project

DFDM Project Number #: 19F3E WSA Project Number #: 19-276

AUTHOR: Brook Meier

DATE: September 18, 2020

MEETING: Pre-Design Workshop #2

Date: September 9, 2020 Time: 9:00 am

Location: ZOOM

Present:			
	Lois Braun-Oddo DFDM	Maura Donnelly UW System	Paul Hasler UWSP
	Gretel Stock UWSP	John Harper UWSP	Allison Henke UWSP
	Heather Springer UWSP	Tina Kramer UWSP	Peter Zuge UWSP IT
	Cindy Von Gnechten UWSP	Mindy King UWSP	Rob Kobiske UWSP
	Brook Meier Workshop	Wally Johnson Workshop	Scott Ackatz Workshop
	Libby Castro Workshop	Yash Mehta Workshop	Justin Burton FP&C
	Abbie Moilien Saiki Design	Nik Swartz Saiki Design	Kathleen Ferrero Saiki Design

ITEMS:

1. **Project Goals**
   a. The Project Charter and the discussion from Workshop #1 were used to develop the following Proposed Project Goals, which will be referenced as a guide throughout the design process. The following summary of goals was presented:
      i. Address Life-Safety Concerns and Occupant Health
      ii. Replace and Upgrade MEP Infrastructure
      iii. Relocate Existing Data Center Out of Potential Flood Area
      iv. Relocate and Consolidate Student-Focused Services to Prioritize Students
      v. Physically and Visually Connect Building to Reconstructed Specht Forum
      vi. Maximize Flexibility (Accommodate Future Needs)
      vii. Improve Vertical Connectivity to Create A User-Friendly Building
      viii. Maximize the Use of Shared Spaces
      ix. Increase Natural Light to Interior Spaces
      x. Advance the Building's Historical Campus Role
   b. This list sparked several conversations around the wording, breadth, and priorities of these goals.

i. Mindy noted that these are not connected directly to the Library. Maura suggested that we may want push this as a "Modern Library for the Future" as an angle.
ii. Lois noted that we should seek to include a broader scope into #2 so this would include structural as well as a MEP systems.
iii. Maura sought language that directed us towards a 40-50 year solution and not a patch.
iv. Lois suggested #1 be focused on occupant safety, and #2 on building integrity.

c. The revised GOALS sent **after the meeting**:
i. Address Life-Safety Concerns and Occupant Health
ii. Replace and Upgrade Building Systems and Infrastructure
iii. Relocate Existing Data Center Out of Potential Flood Area
iv. Relocate and Consolidate Student-Focused Services to Prioritize Students
v. Provide a Physical and Visual Connection to the Reconstructed Specht Forum (edited to begin with a verb like all the other priorities – verbatim from Charter)
vi. Maximize Flexibility (Accommodate Future Needs)
vii. Improve Vertical Connectivity to Create A User-Friendly Building
viii. Maximize the Use of Shared Spaces
ix. Increase Natural Light to Interior Spaces
x. Advance the Building's Historical Role as a Modern Campus Library and Resource Center

2. **Project Schedule**
a. The upcoming schedule includes:
i. Focus Groups – week of Sept 14th and 21st
ii. Workshop #3 – targeting the week of October 5th
iii. Workshop #4 – targeting the week of November 2nd
iv. Program Statement Draft – November 20th
v. Final Program Statement – December 18th
b. Maura noted that the underlying goal was to have a firm budget in October.
c. Lois raised the concern that the investigative demo of the skin could have significant ramifications on the budget.
d. Wally mentioned that a budget study is scheduled for the second half of October with the project budget being a key topic for Workshop #4 in early November.
e. Maura noted that if we need to modify the current request, that December / End of November would be the last chance.

3. **Code Analysis / Review – FP&C**
a. High Rise
i. FP&C and WORKSHOP met with Campus and the Stevens Point Fire Marshall.
1. Fire Access was determined to be from the northeast side of the building since both the fire department connection (FDC) and fire alarm annunciator panels are on the east side of the building. At this location, we are less than 75' to the highest occupied floor – Sixth Level.
2. Fire Marshall is planning to review the building and this issue, but seems likely we will NOT be categorized as a High Rise.
3. They did want to ensure that we are still making the building safe. As such, Justin will be sending them the recommended fire safety components of the building.

ii. It was noted that occupant load will only require that we keep (2) stairs – it is likely that we will seek to keep the wider stair towers – again, helping in fire protection.

4. Fit Tests / Building Concepts

a. Study 1 -
   i. Additions are created to the EAST and WEST of the existing building at the Ground and First Levels.
   ii. This study looked at entering from the WEST at the level of Specht Forum into the Ground Level and from the EAST entering at the First Level – as currently configured.
   iii. Vertical circulation is expressed as an element to the WEST addition – that extends up to the Second Level
   iv. The Data Center is located in the East Addition – to allow for simplified phasing.
   v. The northwest corner includes a terrace off of the First Level – which also conceals existing steam infrastructure. In addition, a Second Level roof deck is proposed – to see if there is interest in this sort of "outdoor" space that is within the Library security perimeter.
   vi. Mechanical areas are located at the Third or Fourth levels – and are shown to the NORTH in this study.
   vii. COMMENTS:
      1. Noted that new City parking along Portage might affect loading from the south.
      2. Concerns were discussed about any roof terrace access.
      3. IT Service Desk location with Circulation should be incorporated.
      4. Library security is a concern – though self-checkout might address this – if the library is open to that.
      5. Noted that compact shelving will be required at the Archives, so locating them where this can be accomplished – current location – is best. Current location would be the 5th floor – and limit access and high traffic areas.
      6. CITL and University College are located too far away – too high in the building.
      7. Noted that shared spaces throughout the building do not just serve students, but also staff for running the library and other departments.

b. Study 2 –
   i. Additions are created to the EAST and WEST of the existing building at the Ground and First Levels.
   ii. This study looked at entering from the WEST at the level of Specht Forum into the Ground Level and from the EAST entering at the First Level – as currently configured. Which might require security check points for the library at BOTH doors.
   iii. Vertical circulation is centralized and on the path of the two entries.
   iv. The Data Center is located in the East Addition – above the loading dock area.
   v. The northwest corner includes a land formation that creates a terrace off of the First Level – which also conceals existing steam infrastructure. In addition, a Second Level green roof is proposed.
   vi. Mechanical areas are located at the Third or Fourth levels – and are shown biased to the NORTH and EAST in this study.

vii. COMMENTS:
1. Tray systems are no longer allowed – must be a built-up system.
2. Feeling that terraces or hill might detract from the sundial.
3. Reminded of the need for future café / current vending space that could be used for events. Also, it was noted that the vending can be elevated, but does not have to be.
4. Noted that CITL and University College should come lower – maybe to the Third Level.

c. Study 3 –
i. Additions are created to the EAST and WEST of the existing building at the Ground and First Levels.
ii. This study looked at entering from the WEST and EAST at the Ground Level.
iii. Vertical circulation is off the centralized path of the two entries and turns south into the First Level.
iv. The Data Center is located in the Mechanical space on the 4th level.
v. Mechanical areas are located at the Third or Fourth levels – and are shown biased to the NORTHEAST in this study.
vi. COMMENTS:
1. Circ Desk might have to move to the Ground Level for security purposes.
2. Entries all at Ground was liked.
3. Noted that Ground Level in this configuration could be left open in off hours of the library.
4. No periodicals or services at the Second Level – this will be reserved for student spaces.
5. Question of how elevator access / security would work.

5. Post-Meeting Comments

a. Paul Hasler shared several emails during and after the meeting, which should be captured here for reference.
i. Envelope Concerns
1. A note to provide those doing the structural/envelop evaluation. In recent years, we have had some pipes freeze. We believe this is a result of 2 things: 1. We are having to turn off more heating loops in the building due to pipe failure (leaving the building starved for heat....especially when it gets to a design heating day). 2. Chases and concealed openings in the envelop may have been able to avoid freezing when we had sufficient heat but now that the heating system is losing capacity we can no longer overcome openings in the envelop.

2. Although I don't know everything regarding these situations, members of our team do know the specifics and have some thoughts to where the voids / openings are. My intention on sending this message is to make sure that we notify you that we are aware that openings in the envelop exist and that these openings need to be specifically identified and corrected. Can you please make sure that the topic of known envelop penetrations needs to be addressed?

ii. Loading Dock
1. Another concern that was not discussed (primarily because I am not sure what the loading dock area will end up looking like) is that the bridgeway

over the loading dock and ramps area are in terrible shape. The entire concrete structure is slowly degrading. Lots of spalling concrete. We have annual expenses patching this concrete. We have had small projects doing larger repairs on the waffle-crete. It's becoming a major concern. The trench drain failed 2 years ago and was repaired by our staff. I think that the trench drain and the ability for sump pump systems to keep up in a major rain incident must be upgraded (we had a flood due to lack of ability to pump).

iii. Amenities
1. I don't want to forget that this building should be designed with the intention of having a CBORD access control system and a Traka key tender box.
2. Another consideration is to make sure that the building has adequate camera surveillance. I copied Peter Zuge into the email as Peter has spent a great deal of effort developing our camera surveillance system. When the time comes Peter would be the contact for details regarding this system.

Site Design Discussion

Survey/Questionnaire Review & Discussion:

A. Logistics
a. Distribution.
i. One survey will be sent to all focus groups, key constituents and the general campus population.
ii. Campus will preface the survey with a message explaining the background surrounding this project and the input process.
iii. UWSP will distribute the survey link through campus communication channels: message of day, student government association, social media, alumni network, etc.
1. Saiki Design sent final survey link to Gretel & Heather 9/10/2020.
b. Timeline.
i. Week of September 14th - survey will be distributed, give two weeks to complete.
ii. Week of September 28th - survey will close.
iii. Week of October 5th - survey results will be presented to Building Committee at Workshop #3.
B. Comments from Building Committee.
a. Reviewed changes to survey since Workshop #1 including comments received from the Building Committee prior to Workshop #2.
i. Question #6 – discussed water feature as an option.
1. Might want to be a stormwater feature, engineered features with recirculating pumps have added maintenance.
2. Might want to list as focal point/accent feature such as water feature, art, shelter, etc.
3. Pre-design study final concept of Specht Forum included an engineered water feature in it that senior leadership team/chancellor's office was in support of.
4. The design team decided to leave the water feature as a stand-alone option so that we can better filter the results and have further discussions regarding cost, maintenance, appropriateness, etc. with the Building Committee as the decision-making authority after the survey results are in.
ii. Pre-design study of Specht Forum discussion.

1. Pre-design study of Specht Forum was done in 2012 by Smith Group.
    a. Concept plan had a lot of favor with senior leadership team/chancellor's office, but the general campus feeling is that there was not an input process that involved or informed the rest of campus.
2. The design team has not shared it at any of the project workshops yet because it is a bit premature to share a detailed design solution. We wanted to take a step back and hear from the Building Committee, Focus Groups and general campus/community what is happening at Specht Forum now, how it functioned historically, and how it might want to be reimagined in conjunction with a new building programming and design exercise for Albertson Hall being developed by a different architectural and MEP team.
3. The pre-design study could be another layer of site analysis that gets shared at the next workshop with the Building Committee to hear the backstory of its development and as a way to identify site program elements and/or aspects of that design that are liked/disliked.

Site Analysis & Opportunities Discussion:

A. Circulation
    a. Pedestrian-vehicular conflict zones.
        i. Pedestrian crossing Reserve Street – Portage Street to High Street
            1. Strong connection to Dreyfus University Center from Albertson Hall and pedestrians traveling from further north.
            2. A lot of pedestrian movement across Reserve Street within this zone.
        ii. Pedestrian crossing Portage Street – Lot R
            1. 9 of 10 visitors coming to campus park in Lot R.
            2. Driveway entrance to Lot R seems to be where pedestrians want to cross Portage Street from Lot R.
            3. The mid-block crosswalk along Portage Street is not aligned with the accessible route from Lot R or where pedestrians are most likely to cross.
    b. Barriers to Access.
        i. Hillsides at prime building entries are difficult to navigate and result in poor wayfinding/building entry identification.
    c. Bike parking.
        i. Covered bike parking stalls tucked under the building overhang on the east side of Albertson Hall is heavily used.
            1. A lot of staff use these premium stalls.
        ii. Bike parking in Specht Forum is centrally located on one of the sundial concrete bands.
            1. Signage on accessible ramp to prevent bikes from chaining to railing. Was a problem in the past, but not currently due to the additional bike parking provided.
        iii. Existing bike parking in the area, east side of Albertson, Specht Forum, east side of Noel Fine Arts and covered parking at the Dreyfus University Center, seems adequate. If any removed will likely see an issue with bikes being chained to railings, trees, light poles, etc. again.
        iv. Opportunity with new building additions to locate additional bike parking under overhangs.
B. Access
    a. Loading zone.
        i. Located at front door of campus, highly visible. Will work on how to blend/integrate with the site design.

ii. Semi-trailers deliver furniture and IT equipment a couple times a year.
    1. Unload from the street or partially down dock on the ramp.
    2. Furniture is delivered for Albertson Hall.
    3. IT equipment comes to Albertson Hall and is then distributed elsewhere on campus by carts and/or vans.
iii. Library has daily deliveries by van.
iv. Central stores/IT daily deliveries by box truck, 10' tall box.
    1. Largest vehicle that uses loading dock daily.
v. Waste receptacles picked up daily with F-350.

b. Fire access.
    i. Northeast corner of building fire access and fire department connection (FDC).
    ii. According to campus master plan there is a 30' wide fire lane on the north side of Noel Fine Arts.
    iii. Saiki Design will prepare a fire access exhibit for the site to share with Stevens Point Fire Department to document understanding of existing site and adjacent buildings.

c. Crane access.
    i. With widened sidewalk on north side of Noel Fine Arts for fire lane, design team thinks we should study crane access to Trainer Natural Resources Building for cooling tower replacement project from Lot E in addition to the requested access from Portage Street.

C. Utilities
a. Utility corridor on north side of Albertson Hall going East/West (water, sanitary, storm, chilled water, steam, gas, primary signal/electrical).
    i. Limits opportunities to what we can do on site: need to maintain access to manholes, may be restrictive to structures with footings, trees, etc.
b. Generator and equipment at SW corner for data center could be relocated with the data center to allow opportunity to open up that key circulation zone for pedestrians to enter the building/Specht Forum.

D. Views
a. Opportunity to improve upon views from inside building out over 2nd level roof with a vegetated and/or ballasted roof.
b. View to the Trainer Natural Resources mural should be maintained. Iconic campus landmark and highly visible through Specht Forum all the way from Portage Street and the public interface.

E. Microclimate
a. Walking into Albertson Hall and coming up the stairs from Lot R is very windy.
b. Walking between building corridors there is a wind tunneling effect: Noel Fine Arts & Trainer / Albertson Hall & Trainer.
c. South side of Albertson Hall gets really hot with solar exposure.
d. UWSP had a wind study done as part of the Chemistry/Biology building that might be helpful to reference.
    i. Saiki Design will try to track down from project files.

F. Significant Vegetation
a. Preserve native planting teaching area on South side of Trainer Natural Resource building.
b. Mature trees and green space on the east side of Albertson Hall.
    i. Nice mature trees: Ash, Maple, and Pine.
        1. UWSP is monitoring Ash trees on campus with the TNR building as a study and treating some trees, leaving others alone. Not sure if these specific trees are being treated.
        2. Can potentially save a number of trees in this area depending on the building/site development.
        3. Campus is ok with removing trees in this area if needed.
        4. There are no donor/memorial trees on the project site that would need to be preserved.

ii. This area feels underutilized currently, likely due to the lack of seating and barriers to access such as the ramp with railings and retaining walls that separate it from the building entrance.
iii. Opportunity to provide a nice outdoor space on the east side of Albertson Hall/front door of the building that supports and strengthens the connection between Albertson Hall and Dreyfus University Center.

G. Art
   a. TNR mural will be preserved.
   b. Metal sculpture pieces will be impacted by project. Need to have further discussions about whether they get relocated on or off site.
      i. 2 existing on west side of Albertson Hall.
         1. Blue sculpture on northwest side of Albertson Hall was a student project.
            a. Likely no resistance to taking down.
         2. Red sculpture on southwest side of Albertson Hall is a percent for arts.
            a. Installed in 2007, Carlston gallery student advisory committee.
      ii. 1 on east side of Albertson Hall.
         1. Green sculpture on east side of Albertson Hall is a percent for arts sculpture.
            a. Campus repainted its original color a few years ago. Tried to contact artist but did not get a response.
            b. "River Crossing" by Michael Austin Dunbar. Installed 1989.
      iii. Will need to be sensitive to how sculptures are relocated either on or off site and involve artist.
      iv. There also might be a formal decommissioning process associated with the percent for arts sculptures if moving from current installation.
      v. UWSP will collect documentation on existing sculptures and send to the design team.

H. Building Signage
   a. Campus has standard family of campus signage.
      i. Building identification signage for Albertson Hall is current campus standard.
      ii. Information kiosks are current campus standard.
      iii. Salvage and reinstall existing campus signage as required.
   b. Lettering on building is discouraged.

I. Site Lighting
   a. Multiple site lighting types are present around the site including:
      i. Lot R has dual shoe box fixture.
      ii. Noel Fine Arts has lit bollards.
      iii. Albertson Hall has acorn style fixture.
      iv. Specht Forum has a unique fixture.
   b. Chemistry/Biology building has a Shepard's hook style fixture which looks similar to the fixture in the campus master plan as the campus standard but also has a modern acorn fixture as you get closer to the building. Campus is trying to standardize lighting and use of LED fixtures. Not sure what is the campus standard out of the two on Chemistry/Biology.
      i. Project should upgrade existing site lighting to LED fixtures and banner rated poles.
   c. Lighting feels adequate to campus along Portage, no scary dark spots but definitely gets brighter as you approach the buildings. Noel Fine Arts addition has a large glass atrium that throws off a lot of light.
   d. Existing lighting and newer campus fixtures do not go well with building period style.
   e. Campus has an interior campus branding policy developed that should be followed for interiors.
   f. Involve UWSP campus communications and marketing team on exterior branding for project.
   g. UWSP will provide as-built/O&M info on site lighting from recent campus projects to design team.

Site Goals Discussion:

A. Feedback related to site goals we heard at Workshop #1.
    a. Make Albertson Hall more approachable, more accessible.
    b. Flexibility of site, do not design to single use.
    c. Honor history of Specht Forum.
    d. Reduce amount of hardscape in Specht Forum.
    e. Create iconic quad space for campus in Specht Forum.
    f. Keep Specht Forum feeling of public space.
    g. Provide seating opportunities in shade.
    h. Campus branding/identity.
B. Campus confirmed these as the site goals for the project.
    a. Stress the importance of the opportunity to re-create the Specht Forum as that iconic campus space that it once was prior to the Noel Fine Arts addition.
C. Other Site Goals Discussion.
    a. Sustainability is big on campus: maintainable & environmentally responsible in site design solutions.
    b. Landscape should be maintainable.
        i. Follow guidelines developed in UWSP campus landscape master plan.
            1. Prioritize Specht Forum and east side of Albertson Hall as most highly visible spaces of project site. Campus tours visit these areas and they are the public face of campus. Want to emphasize as welcoming and attractive front door to campus.
            2. Simplify plant palette to limit number of species and plants that are really hardy.
            3. Consider moveable planters, allow flexibility and campus has had success maintaining.
            4. 8' minimum sidewalk width for snow removal.
    c. Safety
        i. Will follow principles of CPTED (Crime Prevention Through Environmental Design).
        ii. "Eyes on the Street" – Keep sight lines open between Portage Street and Specht Forum.
        iii. Provide adequate site lighting.

Next Steps:

A. Meetings with Focus Groups
    a. UWSP Departmental Focus Groups will be on September 14th, with additional IT meetings the week of September 21st.
    b. UWSP Facilities & Grounds Focus Group Meeting scheduled for September 24th.
    c. UWSP will facilitate scheduling additional focus groups that have requested input on Specht Forum:
        i. Senior Leadership Team: vice chancellors.
        ii. Special Friends & Community Members of Campus: 10-15 individuals who have had interest in project and/or close friends of campus.
        iii. Saiki Design is coordinating availability with Workshop Architects for scheduling additional Specht Forum focus group meetings. The design team will provide availability to Allison for scheduling.
B. Architecture – Site Survey proposal is forthcoming from Bloom.
C. Architecture – Investigative Demolition work has been outlined – DFDM to propose path forward for this work.
D. Landscape - Survey/Questionnaire Distribution

a. Saiki Design sent final survey link to Gretel & Heather 9/10/2020 for distribution by campus communications.

E. Workshop #3
   a. Architecture Discussion Focus
      i. Developed Concept Design
      ii. Focus Group Feedback
      iii. Program Statement Discussion
   b. Landscape Discussion Focus
      i. Present survey/questionnaire results.
      ii. Review & confirm site goals.
      iii. Begin identifying site program elements based on survey/questionnaire results, site goals, focus groups input, and input from the Building Committee.

F. Workshop #4
   a. Architecture Discussion Focus
      i. Final Concept Design
      ii. Finalize Program Statement
   b. Landscape Discussion Focus
      i. Present initial site concepts.
      ii. Review & confirm site program elements.

The foregoing represents our understanding of the discussions and decisions made during this meeting. If anyone has any changes or comments, please notify the author within seven days of the date of this document.

WORKSHOP MEETING MINUTES

PROJECT: UW-Stevens Point, Albertson Hall Project

DFDM Project Number #: 19F3E WSA Project Number #: 19-276

AUTHOR: Brook Meier & Yash Metha

DATE: October 27, 2020

MEETING: Pre-Design Workshop #3

Date: October 7, 2020 Time: 9:00 am

Location: ZOOM

Present:			
	Lois Braun-Oddo DFDM	Maura Donnelly UW System	Paul Hasler UWSP
	Gretel Stock UWSP	John Harper UWSP	Allison Henke UWSP
	Heather Springer UWSP	Tina Kramer UWSP	Peter Zuge UWSP IT
	Cindy Von Gnechten UWSP	Mindy King UWSP	Rob Kobiske UWSP
	Brook Meier Workshop	Wally Johnson Workshop	Libby Castro Workshop
	Abbie Moilien Saiki Design	Nik Swartz Saiki Design	Kathleen Ferrero Saiki Design

ITEMS:

1. **Project Schedule**
   a. We are still on track with the project schedule. Meeting 4 will be scheduled for early November.
   b. Project milestones – Similar to previous meetings, still on track for the goals and are working to get the budget information required by Maura. [Author's Note: After the meeting there were several emails suggesting a revision to the goal about building systems and infrastructure to read, "Replace and Upgrade Building Systems and Infrastructure while Integrating Sustainability."]
   c. After today's meeting, WSA is filling in details in order to develop the budget model with Middleton Consulting.

2. **Section 1: Specht Forum Survey/Questionnaire Summary & Discussion:**

A. Summary of Survey/Questionnaire
   a. 1,341 total respondents:
      i. 500 alumni
      ii. 499 undergraduates
   b. Top 5 activities currently engage in at Specht Forum in order of responses received:
      i. Passing through

ii. Meeting with friend or group
iii. Stopping between classes to rest, read or study
iv. Attending scheduled events
v. Outdoor learning associated with a class

c. Critiques of Specht Forum:
i. Lack of seating
ii. Too much concrete
iii. Lack of shade

d. Top 5 functions or activities should be supported in re-design of Specht Forum in order of responses received:
i. Informal social gatherings
ii. Quiet recreation activities (such as reading)
iii. Hosting special events
iv. Conducting classroom activities outside
v. Working independently

e. Top 6 features or resources should be included in re-design of Specht Forum in order of responses received:
i. Seating options
ii. Shade
iii. Wi-Fi access
iv. Lawn Space
v. Planting beds
vi. Water feature

f. Most selected words of how the re-design of Specht Forum should feel:
i. Welcoming
ii. Comfortable
iii. Spacious
iv. Relaxing
v. Accessible
vi. Iconic
vii. Social

g. Campus quad visual preference strongly favored the image showing programmed spaces/site furnishings – across the board of students to faculty to alumni.
i. Open lawn was the second most popular except for alumni respondents.

B. Discussion
a. There is a potential conflict when shade is desired. Trees can block sight lines from the street and affect one's sense of safety. Canopy trees that can be limbed up, which will help maximize shade and preserve views into the site.
b. Ice-skating rink does not feel appropriate here on site to campus. Space is not big enough, requires extra maintenance/infrastructure, opens liability to campus, and there are other ice-skating facilities nearby.
c. Wi-fi access needs to be carefully thought out placed on site. UWSP suggested mounting access points to light poles. Light poles to have 2 channels.

3. Section 2: Site Goals & Program Elements

A. Condensed previous goals/big picture ideas into 3 main site goals:
a. Make Albertson Hall more approachable and accessible.
b. Recreate an iconic campus quad space at Specht Forum/The Sundial.
c. Provide site enhancements that identify with the UW-Stevens Point campus and work as a recruitment element.

B. Site goals align well with feedback received from the Specht Forum survey/questionnaire.

C. The site program element matrix is an evolving document intended to capture and document feedback we have received about various elements/activities to include in the site design, including how big, materials, etc.
D. Three categories
    a. General Site
        i. Need feedback on how much bike parking to include. **UWSP to provide to Saiki Design.**
        ii. **UWSP to provide stormwater management requirements (TSS removal, volume control, etc.) to Saiki Design.**
        iii. **UWSP to provide lighting standard fixtures to Saiki Design.**
        iv. Campus tours range from a single family to 30-40 high school students.
    b. Specht Forum
        i. A lot of the program elements can overlap/blend. For example, the gathering/group space can overlap with an informal performance stage.
        ii. Look for ways to overlap/blend uses, keep things multi-functional, and remain flexible.
        iii. Water features are attractive, people enjoy them, and can be used for recruitment. Consider options for Specht Forum both with and without a water feature.
        iv. Do not detract from the TNR mural.
        v. Recapture the iconic feel of the Specht Forum/Sundial prior to the Noel Fine Arts Center addition.
        vi. A lot of the instructional activity currently of Specht Forum is from dance, stage, and art classes.
        vii. Do not want to designate an intentional instructional space. Remain flexible.
        viii. Do not want traditional lawn furniture that can be blown in wind or easily stolen.
        ix. Consider site furniture that does not require excessive cleaning/maintenance.
        x. Consider permanent infrastructure that support posts for tents that get set up for special events.
        xi. Incorporate power and data infrastructure into the site as well so it is available and do not have to run cords across walking surfaces.
        xii. Need to relocate the two Percentage for Art sculptures somewhere on campus. Ideally somewhere into the new site design. Student art piece is optional. **UWSP to provide additional documentation on the existing sculptures and direction to Saiki Design regarding the relocation of existing sculptures.**
        xiii. Make sure line of sight to existing TNR mural is not obstructed by trees or other shade structures.
        xiv. Keep maintenance in mind when designing site features and plantings.
        xv. A stormwater runoff feature could be explored and may be less maintenance than a pumped water feature.
        xvi. Could use underground stormwater device to slowly release water subsurface like Lot R.
        xvii. Campus has a small iris fountain in the old main area. Maintenance is not overwhelming to campus. Has been a very nice feature for campus, is part of orientation walk.
        xviii. Campus is open to either stormwater pass through feature or a traditional pumped water feature.
        xix. Some washout issues with Chem-Bio stormwater feature.
            1. **Saiki Design to follow-up with John Harper UWSP campus engineer regarding the current issues experiencing at Chem-Bio.**
        xx. Do not design anything permanent for a food cart area but providing the infrastructure should be included to keep the option open.
    c. Albertson Hall
        i. Provide area for outdoor social space on student union side of Albertson Hall. This area would likely see more dining with students brining food over from union.

ii. Consider the above ground viewpoint to Specht Forum both on site and from Albertson Hall.

4. Section 3: Loading Dock Discussion

A. Existing loading dock condition was reviewed.
B. Loading dock options from the south, north and east were presented for consideration.
C. North loading dock option was selected as the preferred option.
   a. Campus master plan identifies a future academic building taking up lot R and making Portage Street more of a pedestrian mall.
   b. Placing loading dock on north side allows new east building entrance to Albertson Hall to be closer to Lot R where accessible parking stalls are located. Makes for shorter distance to get into Albertson Hall and will not require crossing a loading zone from Lot R.
   c. Not a constant flow of pedestrian traffic on site, may have to wait 5-10 minutes during busiest times around noon but at least when exiting loading dock vehicles/drivers will be facing pedestrians.
   d. Placing loading dock on north side helps create the backside of the building where there is already generators and additional pavement for fire access.
   e. Can design/detail pavement and plantings to help identify loading access
   f. Portage Street has a lot of through-traffic of non-campus vehicles.
   g. Allows more opportunity to enhance pedestrian experience between Albertson Hall and DUC.
   h. Loading dock is necessary but do not want it to be in the front door/prime viewshed of the building.
D. Loading dock will not be designed to accommodate semi-trailer deliveries that happen 1-2 times per year currently. Can continue to unload from street.

Next Steps for Site Development:

A. Workshop #4 Site Discussion Focus
   a. Present initial site concepts.
   b. Review & confirm site program elements.

5. Section 4: Focus Groups

A. Highlighted discussions with Focus Groups:
   a. Private offices – WSA will reach out to groups to get confirmation (office quantities).
   b. Sizes of office – Original study had 120 sf & standard is 90-100 sf. We have documented at 95 sf for planning purposes.
   c. Obtained confirmation about quantities of open workstations per department – staff workstations and student workstations.
   d. An adult changing room which has been a campus wide discussion for a few years could be added. It would best if it were located on the Ground or First Levels.
   e. Community Kitchenettes will be included. (1) per floor on the Ground / First / Second with the Third level having the Staff Break Room, but not on the upper levels.
   f. Community Kitchenettes will include a sink and a microwave. No fridges. Designed for a quick lunch & a washup station.
   g. Community kitchen on the lower level (vending, sink, microwave) could possibly be connected to the event space and have both staff & student access.
   h. The community kitchen of first floor will be staff oriented, the one on second floor could be student oriented.
   i. Archives will remain on the fifth floor as it has the structural floor capacity for compact shelving. It will remain on the fifth floor but does expand the footprint to meet the larger program.
   j. Many departments were open to sharing of reception/waiting areas.
   k. Gender neutral bathrooms may be proposed for the 1st floor or 4th floor.

l. It was suggested that a floor mounted urinal or a flushing floor sink could be incorporated into an adult changing room to help the room be more inclusive for people with other needs.
m. There is no shower facility in the building. One could possibly be paired with the changing station and used by people who bike to campus.
n. A concern with changing stations is that a large room will be created which is rarely going to be used unless it could be mixed use - like lactation room, ablation room, flushing floor sink with full restroom facility with sink, shower, etc.
o. The campus also wants a gender-neutral bathroom on each floor. With the current code, such rooms do not count toward the required quantity of male or female fixtures unless campus opts for a waiver for the 2015 code. This might require its own meeting. More likely to pair these on every other floor.

6. Section 5: Program Validation & Building Organization

Revised Program

A. Area requirements were revised during the focus group meetings.
B. For DATC, testing room was combined with assistive technology lab and have more flexible space which coincided with the inpatient rooms. The student workstations were highlighted post discussion with them and was not in the 2019 study.
C. For University College similar adjustments are needed but they will not be sharing the reception. The dean's office was 185 sf in the 2019 study but will be changed to 135 sf (director's level and not 185 sf which is chancellor level). Some offices will be enclosed & some will be open workstations.
D. For IT, there was a important conversation to understand how they work and operate. The 2019 study explored the idea to consolidating the campus wide IT service to one location. The current program reflects what the actual need will be.
E. Currently, there are 22 enclosed offices in the IT program and it may need further discussion. There are open plans which promote flexibility (no walls) and noise cancellation, etc. in order to promote productivity. IT could be split in two locations in the building –with the one on lower level needing space for storage.
F. System standards do not support enclosed offices unless a need for confidentiality is needed.
G. A possible visit to new Sentry HQ building in town where open concept with noise cancellation was adopted and could be an example for offices in Albertson.
H. The possibility of flexibility for furniture in the 90 sqft office will be considered as the project progresses through design.
I. In reviewing leases for the UW system UW System Administration Renewing noticed 90% of the IT staff opted to work from home during the pandemic. Reducing IT office needs could save cost but also create a need for more management, such as a ticketing system, etc.
J. A third of the IT staff could work from home during construction. IT staff could consider hoteling as 22 enclosed rooms could be inflexible and expensive with heating, cooling, individual VAV systems, sprinklers, etc.

Refined Building Layout Study

A. Sliver additions are shown on the east and west sides of the building.
B. Loading dock shown on the northern half of the east side of the building.
C. IT distributed on 2 levels – ground and third and connected via elevators.
D. Mechanical rooms are on the third and fourth levels.
E. Data center moved with IT to the third level.
F. CITL is located on the third level as well.

Study

A. Ground Level
    a. Prioritizing the shared common spaces on this level.
    b. Access to daylight from north side of the building should be explored.
    c. WSA will refine the gray areas (mechanical spaces) providing an opportunity for additional natural light.
    d. There is potentially a great opportunity to increase daylighting on the south side .
    e. Storage for IT at this level is important and needs to be fully reviewed.
    f. Two passenger elevators placed in the southwest core. Service elevator is to be located in the northeast core and provide access to Penthouse.
    g. The movement of book from Cataloguing & Acquisitions to main circulation desk and return of books to circulation desk seems to work using carts. However, the floor is tiled currently and is loud.
    h. Staff at the circulation desk should have visual access to monitor the public elevators.
    i. Additional concern of west side exit in terms of security of the building. Could be rethought in terms of programing and/or layout.
    j. Entry doors should also be placed within sight line of the circulation desk. This will help monitor access to the building during times when only a portion of the building is open.
    k. Considering the potential for 24-hours access, with safety and security in mind, controlling access to stairwells and elevators will be important.
    l. The southwest and/or southeast corners could have labs or classrooms with direct access from outside without entering the rest of the building.
    m. Securing workstations or computers in open office areas can be supplemented by cameras. Spaces that need to be monitored will be identified. It was noted that there are ways to address this architecturally using glass walls, etc. and still have an open concept.
B. First level
    a. TLC will be paired with Reference Library.
    b. ACAC, OIE and DATC will be grouped together and share reception and waiting space.
    c. Concierge concept will be located at the top of the grand stair.
    d. Noted that only a few departments require privacy for consultations.
    e. TLC and Library to be as open as possible. Madison College's TLC can be looked at as a reference for having both open spaces and private offices.
    f. The study spaces adjacent to toilets behind the stairwell can provide some opportunity for quick breakout spaces.
C. Second Level
    a. The south side of this level seems to be the preferred location for a green roof due to its proximity to Specht Forum, south sunlight, and the East Lawn.
    b. It is conceivable that people might not go higher in the building as the grand staircase ends at this level. Making the elevators and stairwells more visible should help address this concern.
    c. Being deliberate about wayfinding and using walls to ease circulation movement should help give a sense of direction to help people orient themselves on the floors.
    d. UWSP would like to use the roof space for seating, viewing, etc. for outdoor opportunities. It was noted that the structural capacity on the roof is limited. There are ways to increase the structure's capacity if it is a priority to the project.
    e. In the context of the whole building being remodeled improving the structural integrity could be done without a significant impact on project since the floors will be opened up for construction.
    f. Roof terrace areas could connect to the stairwells to accommodate two routes for emergency egress, one to the stairs and the other back into the building.
D. Third Level
    a. Structural capacity is higher at the north and south ends – beyond the expansion joint.
    b. CITL is located at the southeast corner of the floor and is paired with the faculty Break Room making circulation flow with CITL more ambiguous.

c. IMC Collection can be placed on this level and will work well with the lower and upper stacks connection.
d. Mechanical Spaces are accommodated here.
e. Remainder of IT Department would be located at this level – with direct access to the service elevator.

E. Fourth Level
   a. Additional Mechanical equipment to be located here - further away from space below to spread out and distribute the systems within the building.
   b. Stacks and study spaces are also located on this level.

F. Fifth Level
   a. Library Archives & Research will be on the south side – in current location, though expanded to meet larger program needs.
   b. Library Stacks will be on north side.
   c. Open Study Spaces are included here as well.

G. Sixth Level
   a. Library Stacks
   b. Open Study Spaces
   c. Trusses pose a challenge. Could accommodate storage could on this level.

H. Penthouse
   a. Mechanical Spaces and Cell Tower Rooms are currently on this level and will remain located on this level.
   b. Elevator access will be provided with the service elevator.
   c. Access to this level from the service elevator or stairwells will require credential readers.
   d. The design team has not yet located large duct chases extending vertically through the building but will keep them in mind as more detail is added to the layout of the building.

I. Restrooms – Less doors are preferred but do create a possible noise factor. Doors should push outward from the restrooms. Recommend having a configuration where doors can be propped open or removed.

J. It was noted that no staff are on levels 4 or 6. This may pose a possible concern for security with no “eyes” on these spaces. Cameras might be a solution partially.

Vending

A. Vending should be located at ground or first level. It could potentially be paired with a terrace or an outdoor space and potentially tie in with the event space and future café.
B. A ground level grouping with the kitchenette might work well and could be available after hours.

7. Section 6: Sustainability

A. The DFDM sustainability guidelines officially went into effect starting October 1st and are based on the AIA sustainability framework, which has mandatory requirements as well as encouraged requirements to make buildings more sustainable.
B. The guidelines are categorized into the following 10 measures.
   a. **Measure 1 – Designing for Integration** – Meetings will be scheduled early in Preliminary Design Phase with the design engineers to discuss the integration of various mechanical, electrical and plumbing systems into the building’s design. Sustainability measures will be documented in the Design Report at the end of Preliminary Design.
   b. **Measure 2 – Designing for Equitable Communities** – Features like bike racks and providing spaces, such as kitchenettes, mother’s room and the adult changing room are all part of this measure and are already being considered for the project.

c. **Measure 3 – Designing for Ecology** – Saiki Design is already working on many features included in this measure. Other features will be considered during Preliminary Design Phase. Reducing water usage affects how irrigation is handled. The design team will include some budget allocation for irrigation.
d. **Measure 4 – Designing for Water** – Storm water management is a critical part of this measure. There may be an opportunity to reduce pavement in Specht Forum and perhaps other areas which could positively affect both the heat island effect as well as storm water management. We will also consider reduced water usage in the plumbing fixtures during Preliminary Design.
e. **Measure 5 – Designing for Economy** – The design team is familiar with coordinating with Focus on Energy.
f. **Measure 6 – Designing for Energy** – Energy modelling was not included in the request for design services but is a part of framework. It was noted that depending on the outcome of the exterior envelope study energy modeling may be desired. Renewable energy is largely encouraged in the framework. Heat recovery is becoming a common feature in State of Wisconsin buildings. Making the building solar-ready will be explored in more detail during Preliminary Design.
g. **Measure 7 – Designing for Wellness** – A smoke free environment is standard for State buildings. Designing for biophilia in the building will be considered in Preliminary Design. Daylighting on the lower floors could be easy to accommodate, however, it likely will be more challenging on upper floors. Strategically introducing some glazing will be considered.
h. **Measure 8 – Designing for Resources** – The design team will avoid the exotic woods and look for product declarations from manufacturers which help make informed decisions about the materials being used on the project.
i. **Measure 9 – Designing for Change** – The project is planning to reuse the existing building which is a plus for this measure. Risk assessment or threats the project might face environmentally, climatically, health and safety will be considered. An example of this is the comment made earlier in the meeting that there will be no staff on levels 4 or 6. Considering such risks early allows the project team to consider options to address the risk. Designing for resilient and flexible spaces is already a key component for the project. Moving the data center to the student center during construction addresses both potential risk and shows flexibility.
j. **Measure 10 – Designing for Discovery** – It is important to incorporate previous lessons learned into the project and also keep track of lessons learned to benefit future building operations as well as other campus projects.

The foregoing represents our understanding of the discussions and decisions made during this meeting. If anyone has any changes or comments, please notify the author within seven days of the date of this document.

WORKSHOP MEETING MINUTES

PROJECT: UW-Stevens Point, Albertson Hall Project

DFDM Project Number #: 19F3E WSA Project Number #: 19-276

AUTHOR: Brook Meier & Jon Schedler

DATE: November 17, 2020

MEETING: Pre-Design Workshop #4

Date: November 2, 2020 Time: 9:00 am

Location: ZOOM

Present:			
	Lois Braun-Oddo DFDM	Maura Donnelly UW System	Paul Hasler UWSP
	Gretel Stock UWSP	John Harper UWSP	Allison Henke UWSP
	Heather Springer UWSP	Tina Kramer UWSP	Peter Zuge UWSP IT
	Cindy Von Gnechten UWSP	Mindy King UWSP	Rob Kobiske UWSP
	Brook Meier Workshop	Wally Johnson Workshop	Scott Ackatz Workshop
	Jon Schedler Workshop	Libby Castro Workshop	Erica Proefrock Workshop
	Yash Mehta Saiki Design	Nik Swartz Saiki Design	Kathleen Ferrero Saiki Design

ITEMS:

1. Project Schedule

A. We are still on track with the project schedule.

B. Project milestones – Similar to previous meetings, still on track for issuing the Program Statement on the 20th. Results of the recent cost study were discussed in the meeting.

2. Exterior Existing Conditions:

A. Exploratory openings were made in different exterior wall assemblies.
   a. Existing brick at stair towers (Opening #1):
      i. Brick shelf angles are corroded.
      ii. No space beneath brick shelf angle for brick expansion.
      iii. Mortar behind brick prevents proper water drainage path.
      iv. Flashing behind wall is not effective due to adhesive failure.
      v. Sealant was applied at shelf angle joint preventing water escape.
      vi. Brick shelf angle does not extend far enough.
   b. Re-clad existing building (Opening #2):
      i. Additional shelf angle length and stiffeners were welded to original brick shelf angle.
      ii. There is space below the brick shelf angle, but water cannot escape, leading to corrosion of the shelf angle.

iii. Original flashing was cut back, and new flashing was not effectively secured.

c. Joint between original building and addition (Opening #3):
   i. Sheathing and vapor barrier was not installed on the building (sheathing was shown on drawings).
   ii. Rigid insulation was applied directly over metal studs without taped joints. This allows water to seep beyond insulation (some metal studs were corroded)

d. North Façade (Opening #6):
   i. Drawings called for sheathing and vapor barrier, which were not installed.

e. Resinous Concrete Panels
   i. Sealant has failed at most of the panel joints.
   ii. The panels are in-tact but will not last another 20 years.
   iii. Cracking observed on some penthouse panels.
   iv. Some penthouse panels feel hollow, which may indicate debonding from stud. Wall sheathing on the interior side of the studs does not allow observation of the backside of the panels. Presumption is the panels are not likely to fall off.
   v. Streaking observed near crack may be efflorescence.

B. Exterior brick was inspected by eye and one loose brick was observed and corrected.
C. Cracking and spalling was observed on the concrete fascia panels above the building entrance and on-site concrete walls.
D. Material testing is underway for hydrothermal analysis of existing wall construction.
   a. Testing is primarily used to determine how moisture moves through the existing walls. This information is particularly helpful for understanding how the walls might respond when humidification is added to the archives area.
   b. Testing may be unnecessary if cladding is modernized.
E. Recommended corrections:
   a. Replace shelf angles at stair towers.
   b. Replace existing skin to add sheathing and an air barrier/ vapor retarder.
   c. Replace concrete panels.

3. Cost Estimate

A. Base Project Scope (per the A/E Request): 206,000 GSF with a $62,753,000 Construction Budget and $80,270,000 Total Project Budget.
B. Current Program: 215,000 GSF resulting in a $58,536,000 Construction Budget and $75,447,000 Total Project Budget. Included in these budget numbers are:
   a. 15% Design Contingency: This will be reduced to 0% as design progresses toward final review and more detail is available for estimation.
   b. Fire Dept agrees the building will not be considered a high rise as it does not meet the height threshold, eliminating additional infrastructure cost.
C. Alternate for Adult Changing and Exterior Brick: 215,000 GSF with a $59,835,000 Construction Budget and $76,933,000 Total Project Budget.
   a. Scope of the Current Program described above is included in this Alternate.
   b. Estimate includes removing brick veneer at the 1984 wings so new sheathing and air barrier/ vapor retarder can be installed, replacing brick at large volumes of the original 1967 building. Not all brick would be removed and replaced in this alternate.
   c. Also included in this Alternate was replacing 25% of removed brick with glass to increase daylighting.
   d. Adding infrastructure to accommodate an adult changing station was estimated to cost less than $10,000 so this cost was included in this Alternate Budget Item.
   e. $0.5M was included in the budget for temporary relocation of data center.
D. Alternate for DIRTT: 215,000 GSF with a $61,975,000 Construction Budget and $79,381,000 Total Project Budget.

a. Scope of the Current Program and Alternate for Adult Changing and Exterior Brick described above are included in this Alternate.
b. The cost for DIRTT can vary widely depending on the features selected. This alternate is based on mid-range DIRTT assemblies for the Ground, 1st, 2nd levels.
    i. It was noted these systems can be more challenging to rearrange and still require a duration of time to allow for dismantling and reassembling the walls. New parts and pieces are often required.
    ii. One potential way to help reduce the cost for the DIRTT system is to install a combination of DIRTT and traditional walls.
    iii. DIRTT may depreciate differently, as it can be considered furniture.

E. New Building: 213,000 GSF with a $61,975,000 Construction Budget and $79,381,000 Total Project Budget.
a. The size of the building was calculated using the current program of 138,227 assignable square feet with a 65% efficiency factor as suggested in the State's cost guidelines worksheet for libraries in the major project budget worksheet.
b. The State's major project budget worksheet also suggests using $200-$240 per GSF for libraries.
    i. A $200/GSF cost results in $60,240,000 Construction Budget and $77,396,000 Total Project Budget.
    ii. A $240/GSF cost results in $70,635,000 Construction Budget and $89,288,000 Total Project Budget.
c. It was noted the DOA suggested numbers may not be inclusive enough.
d. A demolition budget of $3M was included.
    i. The $350,000 for abatement included in the Base Project Scope and Alternate Budgets was considered to be included in the $3M demo budget. Abatement numbers could be tripled, as is typical for complete building demo of UW buildings.
    ii. For comparison, the contractor's schedule of values for the UW Madison Southeast Recreational Facility indicated $1.2M for demolition.
e. A new building would likely add time to the construction schedule, thus affecting campus functions, etc.
f. Sustainability also factors into the decision to build new or renovate.
g. Building occupants and program units will be relocated whether this is a renovation project or a building replacement one.
    i. Once program is established in the temporary space, remaining in that location for a longer period will have minimal cost impact.
h. The existing project documentation can be changed to accommodate a new building.

F. The Design Team was requested to include a renovation alternative that replaces all the exterior brick veneer.

4. Program Update

A. Program area revisions:
a. Deans & Directors: 110-120 SF
b. Private Offices: 90-100 SF
c. Open Offices: 80 SF per person

B. SSC: Concierge was added at the top of the stairs on Level 1.

C. ACAC, DATC, OIE: Currently shown with a shared reception and waiting area.
a. Gretel – This area is still being worked through; some flexibility will be helpful.
b. In OIE, student programming and gathering space is still needed.
    i. Student Hub could be a flexible space but should tracked in the program (no SF).

D. Library: Office program revisions may need to be reviewed with campus to make sure everything was captured.

E. IT
   a. Program revisions have been received by the Design Team and will be incorporated into the plan revisions. Additional follow-up may be needed to confirm program and adjacencies.
   b. Some offices changed to semi-private office (more for concentrated focus than sound isolation).
      i. It was noted more discussion will be needed on this topic. Most of the IT departments in the UW Systems are open.
   c. Workshop is talking with Atmosphere to gather information and imagery about open office strategies.
      i. Other locations are also being considered for virtual tours.
   d. More detailed program information can follow the draft program statement.
F. Break Rooms and Kitchenettes have been included in the common space tabulation.
G. Support areas have not changed.
H. Current Program: 138,227 Assignable SF with the above updates.

5. Building Organization

A. Ground Level
   a. As previously shown, the multiple floor levels at the ground level are at one level aligning with the highest elevation of the current basement (proposed new entry floor level).
   b. Security gates are shown for library control points.
   c. Access Services should be more open than currently shown.
   d. 24/7 Access – Currently, the Computer Lab is shown with 24/7 access.
      i. It was recommended to relocate the event space to the west of the Ground Level to make this space available 24/7 as well.
         - Vending should be adjacent to this area.
         - Should this space be dividable with partitions? This will be considered in Preliminary Design.
      ii. Bathroom access should be available to 24/7 spaces.
   e. Computer Labs have been included in the common space tabulation.
      i. The current Computer Instructional Space should become a Larger Meeting Room.
      ii. A separate meeting will be held to review conference rooms and technology requirements.

B. First Level
   a. Meeting Rooms placed on this level are for anticipated department use.
   b. Reference Area should be shown more permeable with fewer bookshelves and more open workspaces.
      i. Private office occupants prefer more separation from main space.
   c. The Open Study to the west should feel more open. If study pods are included, they should be more like furniture pieces than enclosed rooms.

C. Second Level
   a. Study Pods are preferred to be group together (possibly on bathroom walls) to keep floor space open and flexible.

D. Third Level
   a. Lower bookshelves will be needed near the middle of the building due to floor loading limits.
   b. A pedestal floor will not be used in the IT area.
   c. CITL should be more visible from the elevator; possibly by flipping E-W with Stacks.
   d. The Service Elevator could have more space between the lobby and the stacks.

E. Fourth, Fifth, and Sixth Level
   a. Windows – prioritize study areas by the windows.
   b. Security permitting, additional study areas distributed throughout the Stacks is preferred.
      i. These distributed study areas may be a good opportunity for new windows.
   c. Bookshelf orientation only in the North-South direction preferred for site-lines and consistency.

d. Truss areas at the Sixth Level are being studied. Worst case scenario these spaces become storage.

F. Penthouse Level

a. Penthouse program consists of the Service Elevator, cell tower units, and Mechanical Spaces.

G. Roof

a. Re-roofing all existing roofs was included in the cost study.
b. Fall protection and tie-off points should be kept in mind as design progresses.
    i. In Preliminary Design the A/E will study options for accessing the building envelope for maintenance.

H. General

a. Floorplans shown are preliminary and primarily for pricing purposes. Further plan development will continue with the users in Preliminary Design.
b. Elevators are currently located in the existing stair towers.
    i. Elevators should be as visible as possible. Fire shutters will be considered at elevator lobbies in lieu of doors.
    ii. Service elevator will have keyed access and will not be for public use.
c. Restrooms have been shown in new locations from the initial study.
    i. All gender restroom will be located for the program statement.
    ii. Keeping the toilets in closer proximity is preferred for wayfinding.
        - An East-West orientation will be studied to preserve daylight in the center core area.
d. Electrical and AV rooms are currently stacked.
    i. Existing MEP shafts may be used, but additional shaft space is anticipated.
    ii. A/E is studying whether existing shafts at the stairs and elevators can be reduced.
e. UW-SP would like to see a documentation system be used to track existing conditions and construction progress.
f. The current detail shown in the presented plans will be satisfactory for the Program Statement.

6. Site

A. Design Goals: Approachable Space, Campus Quad, Retention (Campus Tours)
B. Site Programming Matrix: Campus to follow-up with additional information as needed.
C. Overall Site Design
    a. Keep pedestrians out of library loading dock area.
    b. Reduce distinct edges, except for loading and semi-private areas.
    c. Crane access pad is needed near Trainer Natural Resource Building.
D. Specht Forum
    a. Concept A – Traditional Quad
        i. Linear focus with a more formal water feature and plaza off Portage Street.
    b. Concept B – Organic Form
        i. Central greenspace without clear axis.
        ii. Informal water feature (such as a rain garden) near an informal stage.
E. Comments:
    a. Entrances to buildings should be fully accessible without obstructions to views.
        i. A site cross-section may help illustrate grade change and retaining walls.
    b. Additional paths may be necessary to avoid “cow-path” in grass.
    c. Crane access is needed to both TNR and Albertson (26’ width).
        i. TNR can possibly be accessed from the parking lot to the NW, avoiding Specht.
        ii. Albertson can be accessed from Portage Street, but preferred access is form West.
            - Addition would increase width, making west access more difficult.
    d. Fire-lane must be maintained on the north side of site.
        i. Through route for a fire truck is likely as opposed to turn-around.

e. Water Feature questions:
    i. Should the water feature be located near the existing mural?
    ii. Can the water feature still be useful when not working or out of season?
    iii. Can this be a graduation photo opportunity?
    iv. Should the water feature be more centrally located?
    v. Can the water feature function as rainwater retention (or a hybrid approach)?
f. A historical reference to the Sundial was suggested.
g. The event space / Stage may require more utilities to facilitate added sound and lighting.

F. Concept B is preferred. Refinement will continue.
    a. UW-SP is known for their sustainability. Concept B also expresses natural resources.

7. Next Steps

A. An additional meeting will be held regarding the data center move.
B. Maura, Lois, Allison, and Wally will meet to further discuss the cost break-down of a renovation and new building.
C. Program Statement Draft will be due on November 20.

The foregoing represents our understanding of the discussions and decisions made during this meeting. If anyone has any changes or comments, please notify the author within seven days of the date of this document.

WORKSHOP MEETING MINUTES

PROJECT: UW-Stevens Point, Albertson Hall Project

DFDM Project Number #: 19F3E WSA Project Number #: 19-276

AUTHOR: Brook Meier & Jon Schedler

DATE: November 17, 2020

MEETING: Follow-Up to Pre-Design Workshop #4

Date: November 9, 2020 Time: 9:00 am

Location: ZOOM

Present:			
	Lois Braun-Oddo DFDM	Maura Donnelly UW System	Paul Hasler UWSP
	Gretel Stock UWSP	Heather Springer UWSP	Allison Henke UWSP
	Cindy Von Gnechten UWSP		Mindy King UWSP
	Wally Johnson Workshop	Scott Ackatz Workshop	Jon Schedler Workshop
	Nik Swartz Saiki Design	Abbie Moilien Saiki Design	Kathleen Ferrero Saiki Design

ITEMS:

1. Project Schedule

A. Draft Program Statement on November 20: based on the A/E request with current program and full envelope replacement.

2. Updated Cost Study

A. General Comments:
   a. Construction Cost increased due to increased envelope changes and more detailed information.
   b. Envelope updates: Pricing now includes replacement of all brick, added air / vapor and sheathing, 5% of metal stud replacement, new glass replacing brick remained at 25%.
   c. The design contingency was reduced with more detail being supplied to the cost-estimate.

B. Changes since the Nov. 2nd meeting are as follows:
   a. Base Project Scope (per the A/E Request): No changes.
   b. Current Program: Same 215,000 GSF but with more detail for the estimate the Construction Budget increased from $58,536,000 to $61,227,000 and the Total Project Budget increased from $75,447,000 to $78,525,000.
   c. Alternate for Adult Changing and Exterior Brick: Same 215,000 GSF but with more detail for the estimate the Construction Budget increased from $59,835,000 to $65,109,000 and the Total Project Budget increased from $76,933,000 to $82,966,000.

d. Alternate for DIRTT: Same 215,000 GSF but with more detail for the estimate the Construction Budget increased from $61,975,000 to $67,162,000 and the Total Project Budget increased from $79,381,000 to $85,314,000.
e. New Building:
    i. The GSF reduced to 187,000 based on applying a 74% efficiency factor to the 138,227 assignable SF.
    ii. The cost per SF increased from $200-$250 to $250-$300 to account for more inclusive costs.
    iii. Based on the above notes, the estimated Construction Budget range is $68,458,000 to $80,026,000 with a Total Project Budget range of $86,797,000 to $100,031,000.

C. A reduced program alternative for a New Building was discussed. A new building with 175,000 GSF with a cost per GSF range of $250-$300 could result in an estimated Construction Budget range of $65,919,000 to $76,732,000 with a Total Project Budget range of $83,892,000 to $96,262,000.
D. Campus is considering options to relocate a department to achieve a reduced program. More information should be available in the next couple days.
    a. The current program will also be re-examined for potential changes needed with the new building option.
    b. The cost study by the design team's cost estimator included $0.5M to temporarily move the Data Center. Following the Nov. 2nd meeting, $1 Mil was added to the budget to relocate the Data Center elsewhere on campus for the reduced program alternate.
E. It was noted that an allowance for new library stacks and compact shelving was included in the construction budget. This cost does not need to be included as an FF&E item.

3. Developed Site Concept

A. Concept B was preferred in the previous meeting.
    a. Revision goals were to eliminate the "cow-path", emphasize the entry plaza, and incorporate the sundial and further develop the concept.
B. Site Concept Updates
    a. A more direct connection was added between the Library and Fine Arts building.
    b. A sundial plaza mediates the entry and the amphitheater with informal stage / patio just to the north.
    c. A central lawn frames the existing mural with trees and patio spaces located on the lawn's edges.
        i. A rain garden / water feature was located adjacent to a patio neat the Library.
C. Comments and Questions
    a. Can a larger stage, green space grading, or low site walls discourage additional cow-paths?
    b. Should artificial turf be considered due to sandy soils?
    c. Could the rain garden be located in or extend to the low area of the site?
        i. Or could it possibly be incorporated with the stage?
    d. Could some of the greenspace be more prairie grass instead of turf?
    e. What is the balance of natural vs manicured lawn? Also, more consideration is needed to correlate the concept with the nearby Schmeekle Reserve.
    f. There will be more opportunity for dialog on how this design gets lived in.

4. Building Program Updates

A. IT – Overall IT program was reduced by about 1,500 SF.
    a. Storage and auxiliary spaces may incorporate within main space.
    b. The number of students working at one time was reevaluated and reduced in the program.
    c. Semi-private offices are desired for heads-down work, not sound isolation.
    d. Open space is needed for equipment and storage in the Telephone Support area.
    e. 90 SF is large for open office and 100 SF is best for offices.

B. Library Department
    a. Existing reference area is 3,500 SF.
        i. New area should be a mix of stacks and seating / table areas.
        ii. Any further comments should be ready by the end of the week.
    b. Workshop to provide the current Stack SF shown on the plans for each floor to help Mindy consider placement of the library collection.

The foregoing represents our understanding of the discussions and decisions made during this meeting. If anyone has any changes or comments, please notify the author within seven days of the date of this document.

WORKSHOP MEETING MINUTES

PROJECT: UW-Stevens Point, Albertson Hall Project

DFDM Project Number #: 19F3E WSA Project Number #: 19-276

AUTHOR: Brook Meier & Jon Schedler

DATE: December 15, 2020

MEETING: Pre-Design Meeting #5

Date: December 8, 2020 Time: 11:00 am

Location: ZOOM

Present:			
	Lois Braun-Oddo DFDM	Maura Donnelly UW System	Paul Hasler UWSP
	Gretel Stock UWSP	John Harper UWSP	Allison Henke UWSP
	Heather Springer UWSP	Pratima Gandhi UWSP	Aaron Schaufenbuel UWSP IT
	Cindy Von Gnechten UWSP	Mindy King UWSP	Kyle Bennett UWSP IT
	Rob Kobiske UWSP	Wally Johnson Workshop	Brook Meier Workshop
	Peter van den Kieboom Workshop	Jon Schedler Workshop	Erica Proefrock Workshop
	Yash Mehta Workshop	Nik Swartz Saiki Design	Kathleen Ferrero Saiki Design
	Adam Griff Brightspot	Kelly Sanford Brightspot	

ITEMS:

1. Introductions

A. New Building – How can we right size the program for the New Building vs the Renovation?
   a. A revised Draft Program Statement for the new building will be submitted mid-January and finalized in early February.
B. Mission Revisited – How can a new building fulfil the UW-Stevens Point, University College, and the Library Mission Statements?
C. WHAT IF? A new building brings a clean slate.
   a. What could this building mean for students, campus, community, and the WI System?

2. Brightspot

A. Introductions and Objectives
   a. Create the best experience for users of the building.
B. Visioning Warm Up: Headlines – What would you like publications to say about the new building?
   a. Integrated Services – Information Hub
   b. Student Success – Easily access student services
   c. Welcoming – Inclusive

d. Gathering Place – Heart of campus
    i. Academic Pursuits – Students inspired by other students working
e. Relevant to the community and UWSP Culture (people who care about student success).

C. Current Project Vision
a. The vision for the Albertson Hall renovation is to have a seamless, one-stop experience for students seeking academic support and a creative, innovative program that enables collaboration, individual intellectual work, and community-building.

D. Program – Validate and refine the previous program to fit the new building.
a. A new building allows for more efficiency.
    i. What is the target ASF?
    ii. Is there more than one target ASF – one for student services units and a separate one for the library? The library and student services units are to feel integrated.
b. Seat-count – Current program yields a seat-count of 15% of the student population
    i. Brightspot's current benchmark based on recent projects is between 12-18% student population.
    ii. Brightspot's current average ASF / seat is 29.4. Space per seat has increased recently as flexible and more diverse spaces become preferred over reading rooms.
c. Ways to right-size the program without sacrificing function:
    i. Integrated service hubs – potential for shared front and back of house spaces.
    ii. Flexible meeting / instructional spaces that could open to students after hours.
    iii. Changing workplace assumptions including remote work and flex spaces.
d. Comments:
    i. Many of the items (particularly shared spaces / meeting rooms) were already being considered.
    ii. Noted that the larger meeting room sizes were to accommodate academic groups from across campus, who reserve these spaces in the evening.
    iii. CITL has shown interest in remote and flexible workspaces.
    iv. The Library has begun reducing the collection. Brightspot's insight regarding the ideal square footage of a relevant collection would be helpful as reductions continue.

E. 21st Century Academic Library Trends (including academic support and student services)
a. **Leveraging Circulation Space** – use circulation space to provide event space, access to natural light, and visibility to library spaces.
b. **Consolidated Service Desk** – combine reference and circulation desks to reduce student confusion and create a more welcoming environment.
c. **Reducing Student Boundaries** – provide amenities such as study rooms with children's furniture, family rooms, and prayer rooms to support all kinds students.
d. **Diversifying Study Spaces** – provide a variety of spaces for different study types.
e. **Supporting Student Success** – meet students where they are by blending study and working / waiting areas. These areas can be flexible to allow the space to accommodate new resources.
f. **Rethinking access to collections** - higher volume storage could allow a more accessible curated collection.
g. **Rethink access to special collections** – embrace different types of knowledge.
h. **Tech-enabled teaching spaces** – use light infrastructure to allow the space to adapt as technology changes rapidly.
i. **Embrace Innovating and Making** – embrace learning outside of the classroom.
j. **Exploring New Models of Partnership** – organizations and services can have a presence without having offices in the space.
k. Comments:
    i. Trends presented appeared reasonable to campus and they were aware of them.
    ii. Campus has been interested in co-locating student services and possibly integrating with a learning commons, but the existing space made this difficult to implement.

iii. Campus prefers flexible spaces that support a variety of study spaces / types (loud, quiet, group).
iv. The library does not currently have the staff to support high tech / maker spaces. Including flexible spaces that could accommodate these uses is desirable.
- Prefer spaces to accommodate many uses over spaces designed for one purpose (i.e., a makerspace).

v. Collections – What is the right balance of collections and study space?
- What can be learned from UW Madison and UW Green Bay and other UW facilities and their collections?
- There is currently no plan for an off-site campus library collection, nor a UW system wide off-site library collection.

F. Next Steps
a. Program Analysis – collection, study seats, workplace allocations, service points
i. Brightspot will send email requesting available data sets from the library.
ii. Brightspot to provide peer universities for facility comparison.
b. Scenario Options – develop multiple solutions based on finetuned program and other inputs.
i. Brightspot will primarily focus on the library, but integrated uses and spaces will lend to other areas as well.
c. Refinement and Recommended Option - continue refinement of the scenarios into one option.

3. New Building

A. Schedule
a. Condensed Program Verification and Early Planning.
i. Draft Program Statement will be issued in mid-January.
ii. Final Program Statement will be issued at the beginning of February.

B. Project Goals – revised for new building.
a. Goals only concerning the existing building were removed. The draft updated Project Goals will be distributed for further refinement.
b. Suggested feedback included broadening the “Benchmark” goal to “Higher Education Institution”.

C. Program
a. Student Services program was added while IT and some Library program was reduced.
i. Shared Common Space can be subdivided and combined with related program (i.e. Study Space with the Library program).
ii. How is this tied back to the rest of the program (proximity, uses, programming?)
iii. Adjustments may be made to the Student Services program once program meetings take place.
b. Program Arrangement Studies
i. Study 1 – “Threaded Connections”
- Student Services on the ground with Library on the levels above.
- Light views and circulation connections between the levels vertically.

ii. Study 2 – “Southern Bias”
- Student spaces gathered in a larger scale space that looks to the south – or possibly the west towards the plaza.
- Taller Common areas link Library and Student Services vertically.

iii. Study 3 – “Learning Cyclone”
- Bring some Library program down to the ground level with the Common Space separating and uniting the 2 levels of Student Services.

c. Comments
i. Preference to keep Student Services student facing program in front with office space in the back (or even off-site).
ii. How is building / library security maintained with Library functions distributed?

- Brightspot explained some universities use strategically located circulation desks to provide security while others forego gates altogether.
- What happens in areas that are to remain open to 24-hour access?

D. Building Precedents
   a. UW-Parkside – Wyllie Hall Renovation Project
      i. Academic Resources and Library in the core of UW Parkside campus.
      ii. Integrating Student Services into a 'one-stop shop' arrangement
      iii. Inviting Welcome Desk with lounge spaces open to students within the "Transition Porch"
      iv. Meeting Rooms are distributed throughout the building and available to students using the scheduling system. Preference can be given to staff in scheduling.
      v. The tutoring area is located within the Learning Commons while also able to be separated when needed.
         - Tutoring areas in current Albertson program are meant to be modeled after the Madison College tutoring center.
         - Many facilities are using reservable meeting rooms when quieter settings are preferred.
      vi. The Library location stayed on the Upper Level with Computer Services adjacent. A lounge was added to transition from the circulation area to the Library.
   b. University of Michigan – Idea Hub
      i. Student Organizations were relocated from the 4th floor down to the second floor adjacent to the courtyard.
         - Private offices were eliminated in favor of open gathering / workspaces.
         - This area serves as the Hub with more private areas (spokes) surrounding.
      ii. Meeting rooms shift from general use during the day to student org use at night.
      iii. The courtyard was enclosed becoming a flexible gathering space with a coffee house at the side.
   c. Facebook Headquarters – University of Michigan group toured similar spaces and learned from corporate workplace trends. Facebook HQ shows the focus on all the in-between spaces and the importance of creating programmed outdoor spaces for collaboration.
      i. Large volumes broken down with smaller spaces. The In-Between areas utilized.
   d. Axel Springer Campus – Utilizing the In-Between space.
   e. UW Madison – SERF – Moving away from atriums, but still using multi-height spaces for building discoverability and space interaction/sectional interest.
   f. GVSU – Pew Library – monumentality of the building describes its importance to campus and places students on display, especially at night.
      i. Spaces interconnected vertically providing natural light and discoverability.
      ii. Exemplifies library transition; becoming institutions of both information storage and information generation.
   g. Georgia Tech – Price Gilbert and Crosland Tower Library – BNIM with Brightspot
      i. Low story building yet still achieved a monumental presence.
      ii. Study spaces blend from the interior to the exterior.
   h. North Carolina State University – Hunt Library
      i. Large main 2-story space wrapped with activity. Smaller 2-story spaces provide interesting vertical connection as well.
   i. Temple University – Charles Library
      i. Monumental, sculptural and playful interior and exterior.
   j. Ruhr West University Campus –
      i. Low 2-story yet impactful and monumental buildings.
      ii. Landscaping integrated with the building and campus.
   k. Los Angeles – Billie Jean King Library –

i. Cross Laminated Timber (CLT) construction is attractive and highly sustainable.
ii. Diversity of spaces and access to light promote wellness throughout the building.

l. Orestad College –
i. Rectilinear on the exterior with an interesting interior without being vacuous.

m. Comments
i. Robotic stacks are not necessary for UW-SP's size nor the budget of this project.
ii. Hunt Library project is a good precedent, but what is the correct size of double height space?
- Could this be an opportunity to diversify space by using "Micro Atriums"?
- With more efficient larger floor plates comes the need to bring light into the center of the building.

iii. The library collection can be used break up and diversify spaces while encouraging engagement with collections.

4. Site Design

A. Site goals developed during the renovation project are still applicable. Site goals as follows:
a. Strengthen the connection between Albertson Hall, Specht Forum and the surrounding site.
b. Recreate an iconic campus quad space at Specht Forum/The Sundial.
c. Provide site enhancements that identify with the UW-Stevens Point campus and work as a recruitment element.

B. Site/exterior programming discussion
a. Most elements from renovation project are still applicable.
b. Percent For Art sculptures were commissioned as part of Albertson Hall construction and should be relocated on site with the new building project if possible.
c. Loading dock location should be revisited with new building project.
i. Consider moving to south side of building off Portage Street.
ii. Information Technology is no longer part of building program so deliveries will be much less frequent and depressed loading dock condition no longer desired.
iii. Building will still receive library deliveries via 30' box truck (Fedex, UPS) and F350 for campus waste and recycling.

C. Campus context and master plan discussion
a. Timeline for new academic building on Lot R and conversion of Portage Street to pedestrian mall are unknown currently. Not in the foreseeable future.
b. Green space east of Albertson Hall has nice mature Ash trees that should be considered for preservation if possible, campus is currently treating them for Emerald Ash borer.

D. Building location and setback discussion
a. Option A (28' setback Portage/ 57' setback Reserve) is most desirable to campus.
i. Do not forsee the desire to have social space along south side of building that would warrant a greater setback distance. More of a pass-through space.
ii. Like ability to preserve green space along east side of Albertson Hall that continues to north and integrate some social space at the building entry and street intersection.
iii. The sidewalk placement under building overhang on south side of building (Portage Street) will help with maintenance (snow removal).
iv. Building overhang will also help with glare and controlling solar heat gain.
v. The planter with mixed planting bed and trees will create a continuous streetscape treatment along Portage and Reserve Streets and opportunity for campus branding and attractive "front door" to campus. Grounds will review for maintenance access.
vi. Keep landscape treatments "neat and clean".

E. Specht Forum discussion
a. Site plan still applicable for most part from renovation project. There will be some additional space on the west side of Albertson Hall due to the new building footprint shrinking. The low-point in the central lawn will no longer need to be 5' +/- below street grade.

b. Must maintain sight lines to TNR mural.
c. Consider backdrop to stage area, currently is the TNR mural.
d. Consider sun study of Specht Forum to understand how sun moves through the site and impacts the program elements.
e. Consider increasing the sunburst pattern, orientation and honoring the history of the site in the new design.
f. Consider crane access to TNR, NFAC and Albertson Hall for future roof access with site design. Could potentially utilize the fire access lane required on north side of building.

F. Green roof discussion
   a. Campus would rather see additional building space than spend the money on an occupiable green roof that is only used a few months out of the year. Put the investment into the spaces at-grade.
   b. Could consider green roof that is not accessible to public but has visual connection from interior and/or below.
   c. Green roof would provide sustainable component to help with stormwater management, habitat, and heating/cooling.

5. Next Steps

A. Next Building Committee Meeting scheduled for December 21.
B. Campus and Workshop are scheduling additional Focus Group Meetings for the week of December 14.
C. Campus, Workshop, and Brightspot to have several Library focused meetings the week of December 14.

The foregoing represents our understanding of the discussions and decisions made during this meeting. If anyone has any changes or comments, please notify the author within seven days of the date of this document.

WORKSHOP MEETING MINUTES

PROJECT: UW-Stevens Point, Albertson Hall Project

DFDM Project Number #: 19F3E WSA Project Number #: 19-276

AUTHOR: Brook Meier & Jon Schedler

DATE: January 4, 2021

MEETING: Pre-Design Meeting #6

Date: December 21, 2020 Time: 9:00 am

Location: ZOOM

Present:

Lois Braun-Oddo DFDM	Maura Donnelly UW System	Paul Hasler UWSP
Gretel Stock UWSP	Allison Henke UWSP	Heather Springer UWSP
Anne Eckenrod UWSP	Pratima Gandhi UWSP	Tina Kramer UWSP
Christina Rickert UWSP	Mindy King UWSP	Rob Kobiske UWSP IT
Jamie Bednarek UWSP	Melissa Vogler UWSP	Abbie Moilien UWSP
Aaron Schaufenbuel UWSP IT	Kyle Bennett UWSP IT	Peter Zuge UWSP IT
Wally Johnson Workshop	Brook Meier Workshop	Peter van den Kieboom Workshop
Jon Schedler Workshop	Kelly Sanford Brightspot	Kathleen Ferrero Saiki Design

ITEMS:

1. Introductions

A. Project Schedule
   a. Draft Program Statement completion in mid-January.

B. Project Goals
   a. Previous Campus comments have been incorporated. Any further comments welcome.

C. Budget
   a. Board of Regents have approved the initial request and proposed budget with placeholder values of $70,400,000 Construction Budget and $92,160,000 Total Project Budget.
   b. The next step is to develop a Middleton budget model with an updated building program.

2. Library Program - Brightspot

A. Program Focus
   a. Workplace
      i. Office dimensions presented are based on UW-SP, DFDM, & System guidance in previous meetings. Adjusting that number was discussed.

ii. University College departments want to be co-located, as opposed to their current separated locations.
iii. Staff are open to sharing spaces such as reception, waiting, and meeting rooms.
iv. Maura suggested the offices could be slightly larger (100 SF to 105 SF) and maybe workstations should be reduced to 64 sf.
v. Brightspot suggests keeping Library Open Workstations at 80 SF to accommodate book handling at each station.
vi. Campus prefers one shared break room for the building. Department kitchenettes are welcome in addition to the breakroom.
vii. Campus will not need Project Rooms as this work can be accommodated in the Work Rooms.

b. Processing and Support Spaces
   i. Support Space sizes are based on Brightspot's accumulated experience and developed data.

c. Service Points
   i. Main Service point should be large enough for 1 share point at the "counter" with 2 students worker desks behind, Student Manager and Circulation Manager with line-of-site to the "counter", and book processing space. Introduced the idea of consultation rooms.
   ii. Can/should this be an Integrated Service Point serving the Reference as well?

d. AARC
   i. AARC functions as a "Library within a Library" in all respects – security, check-in, etc.
   ii. The processing area should be located within the stacks with space for 6 tables for 20-person classes – as is currently configured.

b. Collections
   i. Compact shelving can be unreliable with many institutions avoiding them – especially electronic systems. Campus has a system in place, and reuse should be investigated.
   ii. Campus collection currently contains 700,000 items on double sided, 6-shelves high stacks.
   iii. The collection has been and will continue to be weeded down. With no off-site storage, weeding will be permanent.

c. Collection Size Variables
   i. Compact vs Open shelving
   ii. User Friendliness
      - More Friendly: 75% working capacity, 48" aisle widths, 24ft stack runs.
      - Less Friendly: 85% working capacity, 40" aisle widths, 36ft stack runs.
   iii. Size of Collection
      - Government Documents have limitations on the timeline of document reduction. As these documents will be revisited frequently in the future for reduction when possible.
      - Weeding collection now can save money now. Is there a middle-of-the road approach to allow future weeding and transfer stacks space to study space?
      - Brightspot is proposing a 75% reduction of the Reference stacks. Study areas to remain unchanged.

B. Scenarios – Collection areas range from 25,279 SF to 39,671 SF

Scenario 1, More Weeding & More User-Friendly – equivalent collection and user seat count
Scenario 2, Less Weeding & More User-Friendly – higher collection
Scenario 3, More Weeding & Less User-Friendly – higher seat count
Scenario 4, Less Weeding & Less User-Friendly – potential to de-densify over time

a. Comments
    i. Campus believes a 31,000 ASF Collection area is a good target.
    ii. Campus would like to work internally and with Brightspot to establish a target user friendliness / seat goal.
        - A model combining scenarios such as 80% working capacity, 40 in. aisle widths, and 24 ft. stack runs may be preferred.
        - Kelly is available for a Library working session if desired.
    iii. Overall square footages are more important to establish in the short term. Specific and detailed program decisions can follow.

C. Seat Range – Ideal seat count range is typically between 10-15% of the student population.
    a. The current Library has a seat count range of 12%.
        i. Campus explained full capacity is rarely met with the current seat count.
    b. The new program assumes 1,100 dedicated seats, with addition seats becoming available with flex seating (i.e., meeting rooms becoming study spaces after hours).
    c. Will other study spaces on campus affect the usage of the library study spaces?

D. Reflection Questions
    a. Today vs 10 years from now?
    b. Future off-site storage opportunity?
    c. Enough building flexibility?
    d. Excess classrooms on campus. Are there other uses for this, such as conversion to study space?

2. Program Updates

A. Waiting / Reception have been removed from individual departments and grouped together for tracking program purposes with an eye towards sharing between them.
    a. Team to keep in mind CITL is a faculty focused waiting / reception area.

B. The Library program shows a 31,000 SF Collection, similar to previous discussions above.

C. Student Services
    a. Existing program was adjusted to reflect campus standard program areas.
    b. Waiting / Reception areas were also removed and grouped with other departments for program tracking. May be reintroduced and building layout progresses.
    c. The working program will be distributed for comments and a follow-up meeting can be held as needed.
    d. More opportunities will be explored and discussed to share meeting and storage areas.
        i. Some departments have specific program requirements that may prevent sharing, such as secured storage & work rooms.

D. IT Service Desk remains in the program and area is being held for a small Back-up Data Center.
    a. Service Desk long-term storage may relocate off-site.

E. Shared Common Space.
    a. Instructional overflow areas were removed.
    b. The Large Meeting Room was reduced 800 SF and an additional room was added.
    c. Computer Lab and Pods
        i. The General Computer Lab could be reduced to around 40 seats, as large registration events will no longer take place.
            - There is potential to distribute computer access throughout building.
            - Computers and printing services should still be made available with 24/7 access. Where should this space be located? Ground level with toilets nearby seems necessary.
            - Can the 24/7 access computer lab space offer more varieties of spaces such as traditional quiet computer lab, larger computer stations to spread-out work, individual stations for laptop users, and / or collaborative study space?

- Computer Lab area will be maintained for a placeholder. Campus to discuss internally what type of space is preferred.

d. Instructional Spaces
   i. Proposed the (2) Instructional spaces be flexibly shared with the Large Meeting Rooms.
   ii. Campus believes reductions shown can work with future needs but will discuss further internally.
   iii. Although traditional instructional spaces are a higher priority, IT advised the team to keep added infrastructure in mind when considering Active Learning Classrooms.

e. Study Space
   i. Small Study Rooms kept in the program, but these could become more like booths and less like rooms.
   ii. Open Study now shows 600 seats (previously 780) to align with target goals.
      - Campus explained this number is similar to the current capacity, which is not currently stressed.
   iii. Can a discreet Event Space be eliminated in favor of using a portion of the general study space for events – which makes the building more flexible.
   iv. Staff / Faculty Break Room was increased to 2 allowing more flexibility with building layouts. Campus prefers 1 main break room with kitchenette within departments as needed. Though an additional Break Room for Student Services was discussed.
   v. Waiting / Lounge / Porch estimates listed and will be refined as the program and building layout is developed.

3. Building Organization

A. Student Life Porch Precedent – University of Minnesota - Duluth, Kirby Student Center
   a. Existing space was a double loaded corridor with Student Organization offices on either side. This resulted in dead space that became a “napping lounge.”
   b. The new design pushed the student organization offices to the north against a windowless wall and social student spaces to the south against exterior windows facing Lake Superior.
      i. The thickened edge between the offices and public space becomes activated with laptop bars and booths, inviting students in proximity to student organizations while still maintaining private office spaces.
      ii. A meeting room can be turned over to public use after hours and a garage door opens onto the public space for programming events.

B. Studies – These are meant to test the larger programmatic pieces while the building program is being finalized. Addressing questions like: Where should the social space be located? How does the time of day affect program placement? What is the “face” of the new building?
   a. Study 1 “West”
      i. Level 1 – Common Space and Student Life Porch pushed to the west along Specht while the office program is pushed to East. Main circulation is centralized.
      ii. Level 2 – Common Space to the west with more public library functions to the east.
      iii. Level 3 – Main Library Collection throughout with open study space along Specht for visibility.
      iv. Building Section – How can we create connections between large floors while avoiding large and empty atriums?
   b. Study 2 “South”
      i. Level 1 – Common Space placed at the south with the Student Life Porch between the office functions to the north.
      ii. Level 2 – Daylight is brought within the building through openings around the building center core. Common Space is located at the south for access to light with public Library program and flexible Collection area to the north.

iii. Level 3 – Open Study Space placed at the center to capture light within the building's center with Library Collection surrounding. A portion of this Open Study Space could be 1.5 stories and achieve daylight harvesting intent.

c. Study 3 "L"
   i. Level 1 – Common Space and Student Life Porch wrap around the south and west of the building with office spaces to the north-east. Main circulation is located farther south, closer to the University Center.
   ii. Level 2 – Common Spaces wrap around the south and west of the building with public library functions to the north-east. Floor openings would connect the Level 1 and Level 2 Common Spaces.
   iii. Level 3 – Micro atriums connect the Library Collections on Level 3 to the building below.

C. Comments
   a. Several program elements would prefer to be located on Level 1.
      i. Library presence should be maintained on Level 1 to offer students a holistic experience. Grouping Library program with student services more important than adjacency to the stacks (i.e., Library Reference should be adjacent to the TLC).
      ii. Include the IT Help Desk near Circulation Desk for ease of locating.
      iii. Student Services has no specific cause for concern with moving to Level 2. Their main concern is clear wayfinding and ease of access.
      iv. Passing through the library to seek out Student Services may also expose students to other University College functions.
   b. Should the Library Study Space be included in the Library program? This would also help show a more accurate representation of the Level 1 common spaces.
   c. Campus prefers a larger social space to the west to engage with the Specht Forum. Can this area be utilized for events held in Specht or help expand Specht use during cooler months?
   d. Campus prefers to avoid social spaces facing the parking lot to the south. The masterplan does include a future campus building and pedestrian street which may want to be accounted for.
   e. Building massing studies will progress as the building program becomes more finalized.

4. Landscape Design

A. Site Goal Review:
   a. Strengthen the connection between Albertson Hall, Specht Forum, and the surrounding site.
   b. Recreate an iconic campus quad space at Specht Forum/The Sundial.
   c. Provide site enhancements that identify with the UW-Stevens Point campus and work as a recruitment element.

B. Overall Site/Exterior Programming Discussion
   a. Currently showing a 28' setback along Portage St. and a 46' setback along Reserve St.
   b. Fire lane and crane access
      i. Utilizing lawn instead of pavement is a good solution
      ii. Consider implementing some type of substructure to stabilize a crane and install turf over the top
   c. Sculpture location
      i. Linear A-B sculpture location should be on-site
      ii. Symbolizes the Student Journey, has a connection to Albertson Hall
      iii. Ideally both sculptures are located on-site

C. Existing Ash Tree Discussion
   a. Trees are situated on a hillside.
      i. Construction access and re-grading will likely interfere with the critical root zone of these trees significantly.
      ii. Emerald Ash-borer treatment is more about buying time than a true preventative measure.
      iii. Gretel and Paul (facilities) are okay with removing the trees given these concerns.

D. Detailed Site/Programming Discussion- Portage and Reserve St.
    a. Initial reaction is that this is a lot of planted space.
        i. UWSP Grounds Crew is small, plantings must be low maintenance to avoid weedy looking beds.
        ii. Consider areas of the same or similar plantings to help with maintenance.
        iii. Consider expanding the social "nooks" to reduce amount of planting space.
E. Detailed Site/Programming Discussion- Specht Forum
    a. Targeting a 750 sq. ft. space to accommodate 30-50 people.
        i. Feels like a lot of space devoted to seating.
    b. Paving
        i. UWSP Facilities has had issues in the past with pavers shifting and settling, becoming uneven, and plows catching the edges.
        ii. Maintenance of the existing exposed aggregate has been horrendous.
        iii. Regular concrete has been the easiest to maintain and would be preferred.
            1. Would consider using contrasting colored concrete.
            2. Would consider using concrete with some accent pavers.
        iv. Students only walk where paths have been plowed.
            1. Concrete should be used in areas that will be plowed but pavers can be used elsewhere.
F. Sculpture Relocation
    a. Several utility conflicts exist on the north side of Albertson Hall- Saiki recommends the sculptures are not located there, or anywhere that might compete or conflict with views to the TNR mural.
    b. Gretel- would like to see options for both sculptures on site.
        i. East side of Albertson Hall has the space and few utility conflicts.
        ii. Sculptures could be integrated with the social spaces and help to define them.
    c. Specht Forum could be a space that showcases student art.

5. Next Steps

A. Next Building Committee Meeting scheduled for January 5.
B. Workshop will distribute the current building program for Campus review.

The foregoing represents our understanding of the discussions and decisions made during this meeting. If anyone has any changes or comments, please notify the author within seven days of the date of this document.

WORKSHOP MEETING MINUTES

PROJECT: UW-Stevens Point, Albertson Hall Project

DFDM Project Number #: 19F3E WSA Project Number #: 19-276

AUTHOR: Brook Meier & Jon Schedler

DATE: January 12, 2021

MEETING: Pre-Design Meeting #7

Date: January 5, 2020 Time: 11:00 am

Location: ZOOM

Present:

Lois Braun-Oddo DFDM	Maura Donnelly UW System	Dr. Thomas Gibson UWSP
Gretel Stock UWSP	Allison Henke UWSP	Paul Hasler UWSP
Mindy King UWSP	Pratima Gandhi UWSP	Heather Springer UWSP
Christina Rickert UWSP	Tina Kramer UWSP	Jamie Bednarek UWSP
Cindy Von Gnechten UWSP	Mandy Slowinski UWSP	Anne Eckenrod UWSP
John Harper UWSP	Rob Kobiske UWSP IT	Peter Zuge UWSP IT
Aaron Schaufenbuel UWSP IT	Brook Meier Workshop	Rob Kobiske UWSP IT
Wally Johnson Workshop	Erica Proefrock Workshop	Peter van den Kieboom Workshop
Jon Schedler Workshop	Abbie Moilien Saiki Design	Nik Swartz Saiki Design
Kathleen Ferrero Saiki Design		

ITEMS:

1. Introductions

A. Project Schedule
   a. Program Statement is scheduled to be distributed on January 15 followed by two weeks of review and one week to finalize the document. It should be complete on February 5.
   b. Preliminary Design is scheduled to begin in February.

B. Project Goals
   a. Project goals remain at the forefront of our thinking as we develop the design.

C. Budget
   a. The next step is to develop a Middleton budget model with an updated building program.

2. Building Program Revisions

A. General
   a. Shared space areas are tabulated under Common Spaces, but also listed under the department for tracking adjacencies – though their numbers have been zeroed out.
   b. All Director and Staff Office areas have been increased by Campus to 120 sf and 110 sf, respectively.
B. Tutoring & Learning Center (TLC) – "Booth" room areas are noted to be in an open zone.
C. Academic & Career Advising Center (ACAC) – No further revisions.
D. Center for Inclusive Teaching & Learning (CITL)
   a. Added (2) Offices for relocated and added staff.
E. Office of International Education (OIE)
   a. Removed (1) open workstation.
   b. Student Workstations were renamed to Peer Advising – Open.
F. Disability & Assistive Technology Center (DATC)
   a. Reduced Student Workstations from 6 to 5.
   b. Assistive Technology Lab area reduced by 100 SF.
G. University College (UC)
   a. Reduced both Open Workstations and Student Workstations by (1).
H. Library – Brightspot's program summary has been included in the Library program revisions.
   a. Library Director office has been moved to the Reference department from UC Admin.
   b. (1) additional Reference Staff Office was added.
   c. Reference Desk area has been combined with Access Services as the Main Service Desk for the library.
   d. Reference Stack Area reduced to 300 SF.
   e. Cataloging and Acquisitions Staff Offices were reduced by (1)
   f. Cataloging and Acquisitions Stacks were reduced to 800 SF.
   g. Cataloging and Acquisitions Storage area has been combined under Shared Library Spaces.
   h. Archives Storage was reduced to 80 SF.
   i. Archives Work Room will continue to be within the Archives Stacks.
   j. Library Collection was reduced to 31,082 SF.
   k. Reference Consultation Booths were added to Library Shared Spaces and would be located near the Main Service Desk.
I. Office of the Registrar – Student Services
   a. (1) Private Office and (5) Open Workstations were added.
   b. Storage has been reduced but more discussion is needed to finalize the area.
J. Financial Aid & Scholarships – Student Services
   a. Clarification questions regarding program spaces will be sent to Allison for distribution.
K. Student Financial Services – Student Services
   a. Workroom and Vault areas have been reduced.
   b. (2) Cashier Windows have been added.
L. Information Technology (IT)
   a. A back-up Data Center has been added to the program. Final area will be established with further discussion with AE and IT.
M. Shared Common Spaces – No revisions from previous meeting.
   a. What is the correct number of Meeting Rooms considering the excess meeting rooms elsewhere on campus? Can the meeting room count be adjusted to meet efficiency goals?
      i. Noted that Meeting Room seating is included in the afterhours "flex" seat count putting the project in the 12% to 15% range for seats.
   b. Campus will meet to discuss the Computer Lab size and type (classic vs commons / lounge) as well as preferred number of seats to be accommodated.
      i. 24/7 access is still preferred.

N. Support
    a. Cell Tower control rooms have been kept in the program for now. Campus will determine if the Cell Towers will be re-installed on the new building at a later date.
O. Area Targets
    a. Current Program reflects a 115,838 ASF and 173,931 GSF – Board of Regents target was 120,000 ASF / 180,000 GSF.
    b. What is the correct balance of efficient Library function groupings and University College non-Library integration? How does Student Services get integrated in to this well?
    c. Current GSF is calculated using a blended efficiency rate of 66.6% as described in the Board of Regents submission.

3. Building Organization

A. Previous 3 studies focused student activity to the South, West, and both South and West in an "L".
    a. A Library presence was preferred on Level 1 and Student Services on L2 if visible and accessible.
B. Level 1
    a. The Circulation Desk and Access Services is located where the main East-West circulation meets the secondary North-South circulation.
        i. The main stair is located near the Circulation Desk for easier wayfinding.
        ii. Campus agrees the north entrance will benefit students while also observable from the Circulation Desk.
        iii. Some concern was expressed for the distance between the Circulation Desk and back-of-house Library spaces for transporting items. Noting that this central location for the Service Desk was ideal for observing doors.
    b. Main student Common Spaces are to the west, with Student Success functions adjacent.
        i. An outdoor porch is located between the west Common Space and Specht Forum to expand programming and study spaces in agreeable weather.
        ii. Campus is interested in this idea but questions adding additional entrances and suggests locating the porch at the southwest corner of the building.
    c. The 24/7 access Computer Lab is located near the southeast Entry close to the Dreyfus University Center. This location could also include toilet and IT Help Desk access.
    d. Floating Meeting Rooms to the south could help break down the scale of the south façade and provide walls for programming opportunities (such as booths and laptop bars shown in plan).
C. Level 2
    a. Library Collection begins at Level 2 and Common Spaces continue at the west and south.
    b. Floor openings provide deeper light penetration and visibility above without feeling vacuous.
    c. Meeting Room locations are consistent on each floor for easy wayfinding.
    d. Student Services are located at the northeast corner of the building adjacent to a floor opening to provide visibility from Level 1.
        i. Campus will discuss the merits of locating Student Services at the ground level near the University College non-Library program. The Library would then begin at Level 2.
D. Level 3
    a. Library Collection and Common Spaces, especially study areas, continue on Level 3.
    b. Archives are located at the northeast and enclosed for climate control (specific climate needs will be developed as design progresses).
        i. Campus suggested moving the Archives off the exterior wall or minimize windows in as specimens are usually light sensitive.
    c. CITL and UC offices are located on the southeast of Level 3.
        i. Some concern was expressed with CITL and UC located away from the other UC program, but the proximity to the Archives may be beneficial.
    d. The northwest floor opening will be enclosed in glass per fire code.

E. Level 4
   a. The Mechanical Penthouse size will be adjusted as the building is developed with IMEG.
   b. A light monitor above the main stair will help bring light into the center of the building.
F. Precedent: University of Notre Dame, Duncan Student Center
   a. Meeting Rooms held off walls allow for more spatial diversity.
   b. Tiered seating provides programming opportunity and increases connection to floors above, making 2 levels feel like 1.
G. Comments / Feedback
   a. Has a 4-story building been studied, providing a bigger physical statement for campus?
      i. Ground floor square footage is in high demand for the building program.
      ii. A lower building encourages users to use the stairs instead of the elevator.
      iii. Fewer floors are more cost effective.
      iv. The scale of the building will include the level 4 penthouse and will be balanced with Specht Forum and surrounding buildings.
   b. A smaller open to below area to the west was suggested for HVAC efficiency and light control for the Library Collection. This area also was noted to already be getting good light from the west side.
   c. It was noted that DFD daylighting guidelines allow for more windows on the north façade.
   d. Will a second elevator be needed to keep building operational during elevator repairs and maintenance? Can the freight elevator be used as a back-up? May require rethinking the location of the Service Elevator.
   e. Back-up Data Center location and size will be discussed in a separate meeting.

4. Landscape Design

A. Site Goals:
   a. Strengthen the connection between Albertson Hall, Specht Forum, and the surrounding site.
   b. Recreate an iconic campus quad space at Specht Forum/The Sundial.
   c. Provide site enhancements that identify with the UW-Stevens Point campus and work as a recruitment element.
B. Overall Site Programming Diagram
   a. Building placement and setbacks
      i. Currently showing a 28’ setback along Portage St. and a 46’ setback along Reserve St
   b. North side of building utilitarian corridor
      i. Utilities E/W
      ii. Fire lane
      iii. Crane Access
         1. Utilizing lawn instead of pavement is a good solution
         2. Consider implementing some type of substructure to stabilize a crane and install turf over the top
      iv. Loading dock
   c. Sculpture location on east side
   d. East side Albertson
   e. Specht Forum
C. Albertson Hall East Side Diagram
   a. Not crazy about more doors on south side
      i. Unlikely campus will ever close Portage St. as suggested in the Masterplan
      ii. More entrance to monitor/secure
      iii. Use glazing to increase visibility to building occupants
   b. Consider wrapping bike parking around corner beneath overhang along Portage.
      i. Keep bike parking visible and near entrances
      ii. There is existing covered bike parking just north of the DUC
   c. Like the social space at the SE corner, mirror in building program

d. Like student activity and visibility along Reserve Street
e. Informal seating along streetscape
f. Planters at DUC hard to maintain, weeding. Would like to follow-up with grounds

D. Albertson Hall West Side/Specht Forum Diagram
a. Add bike parking on north side near north entrance
b. What are limits of construction?
c. Staging will occur in Specht Forum
d. Expand the informal stage to incorporate desire path from NFAC bike parking to NE
e. Add social space south of west entry to Albertson Hall – more accessible than having north of entrance
f. Incorporate the sundial patterning into the informal stage development
g. Like placement of the informal stage
h. Further discussion needed on water feature – design as back-up so attractive year round when not running water

5. Next Steps

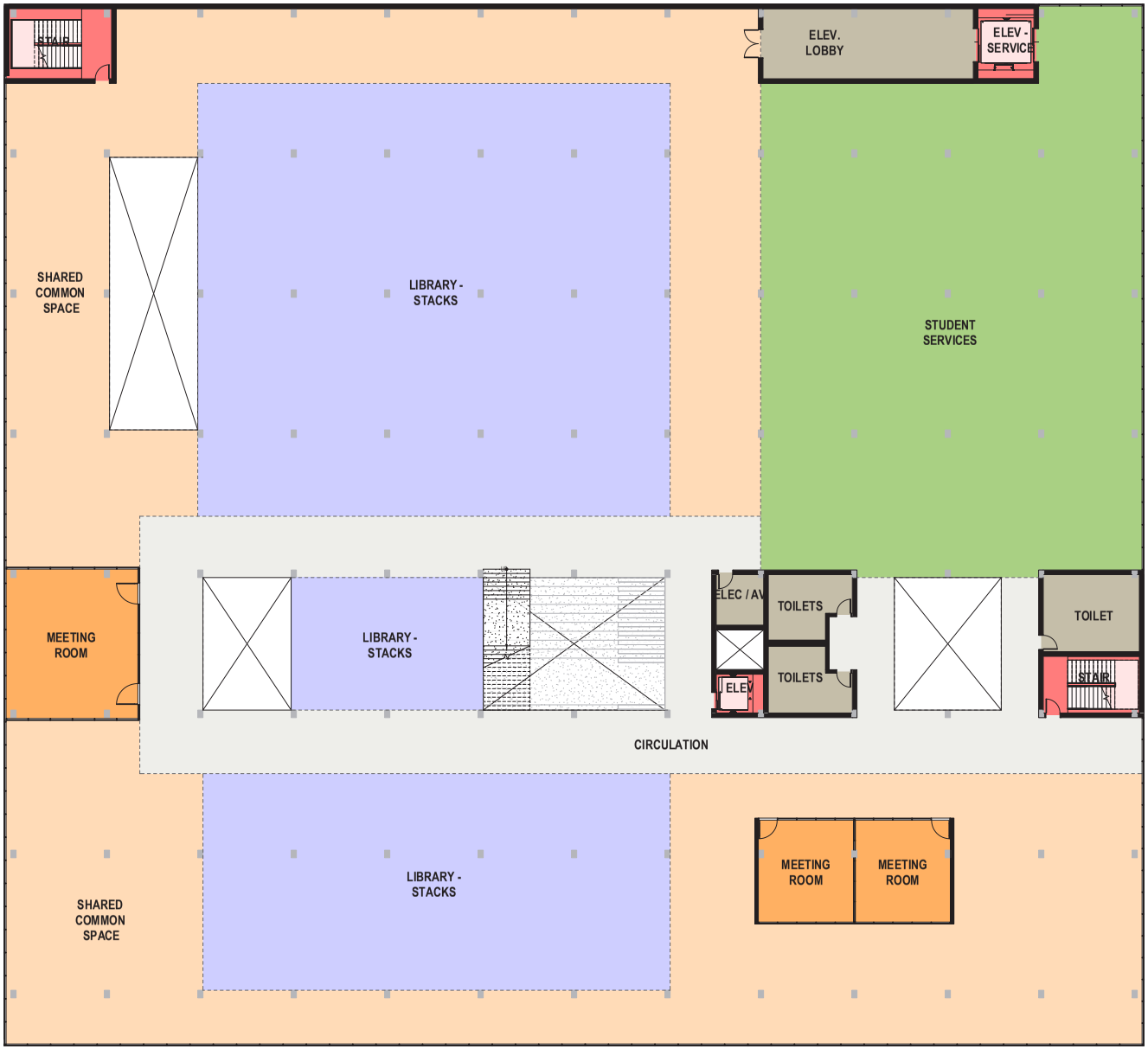
A. Updated Program and Adjacency Matrix will be distributed.
B. Workshop is available to discuss the projects history with Chancellor Dr. Thomas Gibson.
C. AE will continue preparing the Draft Program Statement for January 15th submission.

The foregoing represents our understanding of the discussions and decisions made during this meeting. If anyone has any changes or comments, please notify the author within seven days of the date of this document.

3. Conceptual Drawings

LEVEL 2

NORTH
NOT TO SCALE



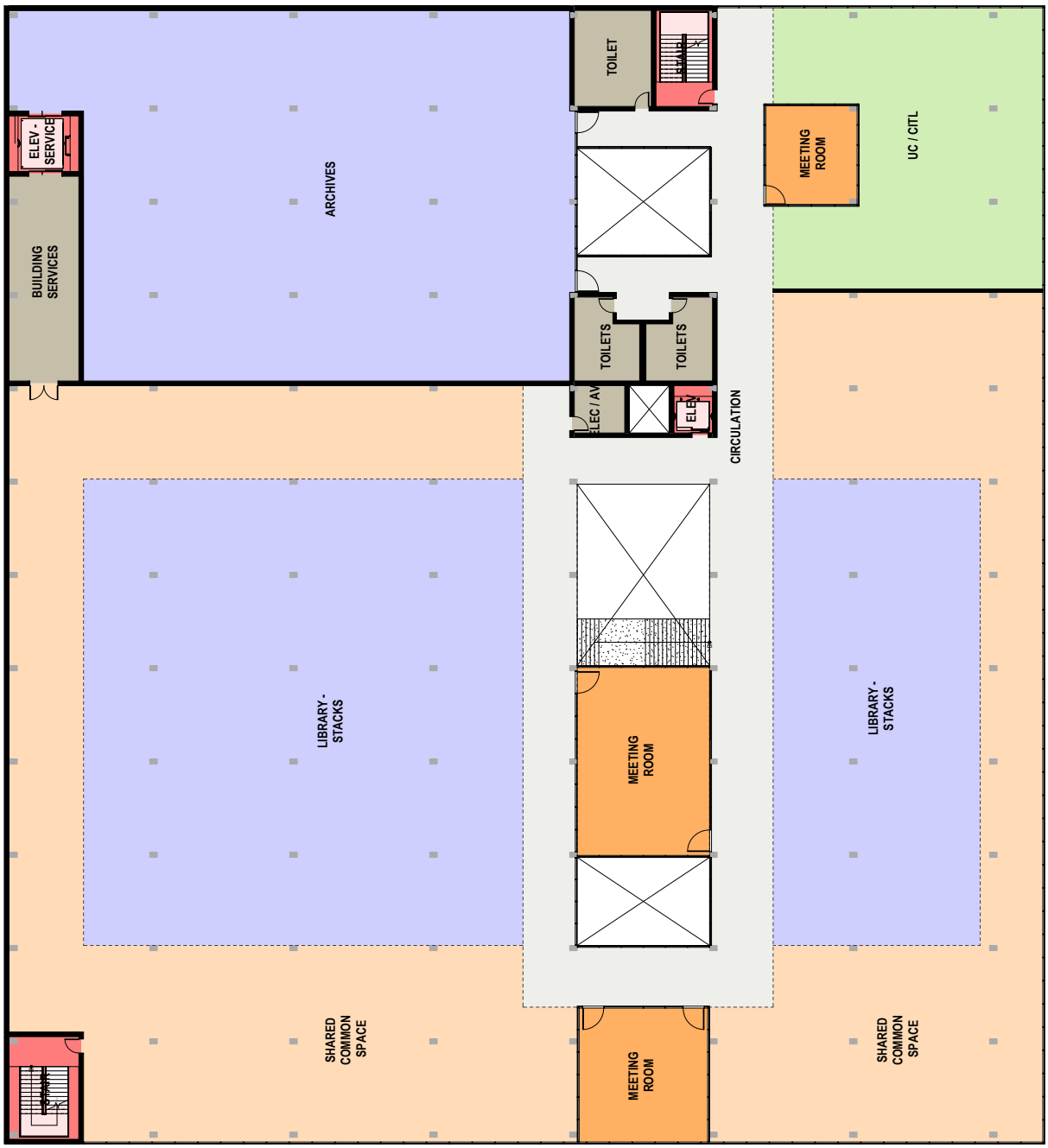
Department

- Building Services
- Circulation
- Common Space
- Library
- Meeting Room
- Student Services
- Vertical Circulation

NORTH
NOT TO SCALE

Department

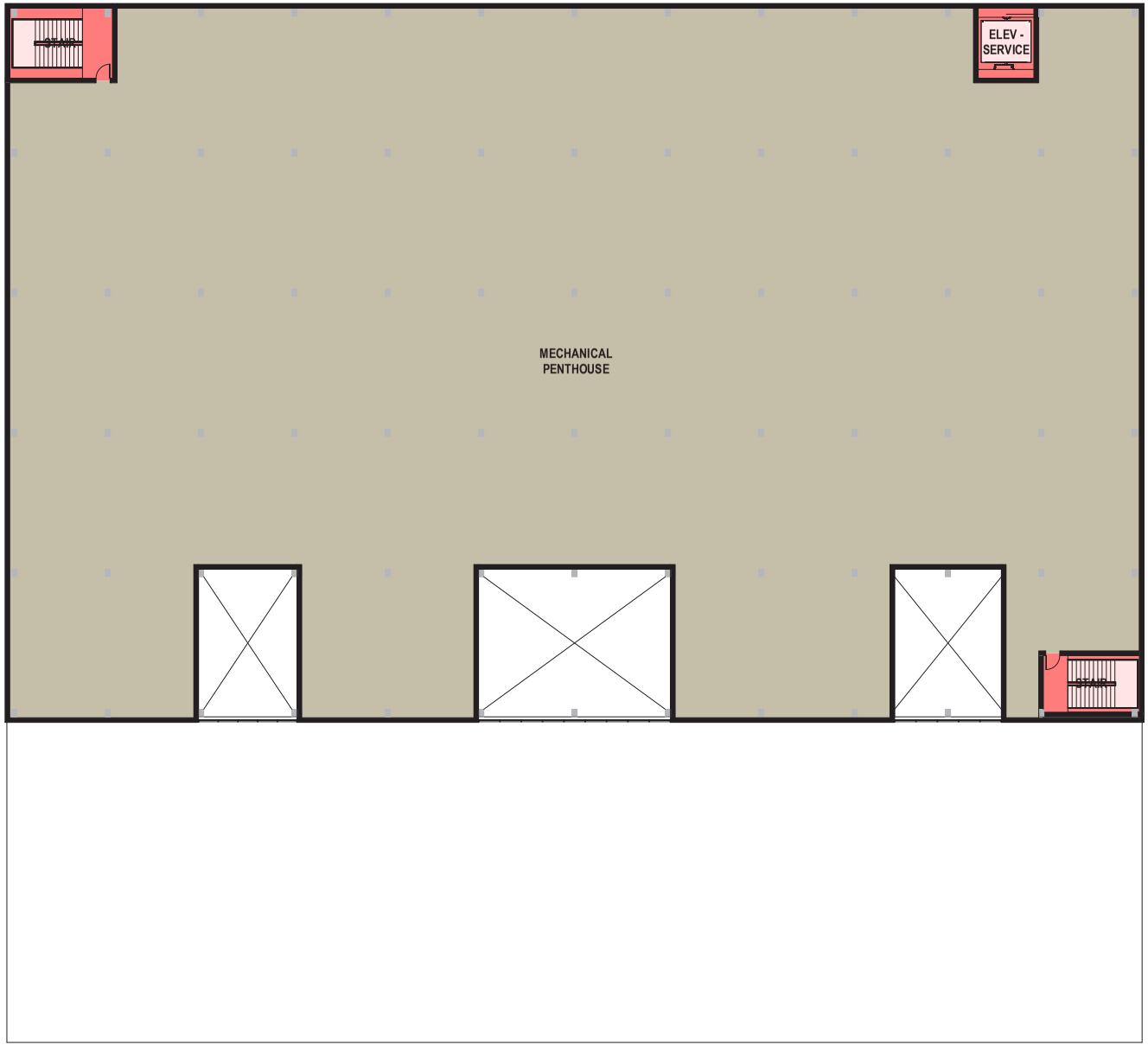
- Building Services
- Circulation
- Common Space
- Library
- Meeting Room
- UC
- Vertical Circulation



LEVEL 3

LEVEL 4 - MECHANICAL PENTHOUSE

NORTH
NOT TO SCALE



Department

- Building Services
- Vertical Circulation