



PRECONSTRUCTION MEETING MINUTES

DATE January 19, 2012

FROM Michael Jacobs, AIA, CID, LEED AP
Principal Architect

TO Rob Knarr, PE (for distribution to NKU)
Project Manager

SUBJECT **Campus Recreation Center**
Northern Kentucky University
Highland Heights, KY

1b

COMMENTS: The second meeting of the day convened at 2:00 pm this date with the Project Steering Committee (PSC) in Room SU 107 B&C of the NKU Student Union. All parties then introduced themselves, whom they represented, and their role in the project. See attached sign in sheets, which include their telephone number and email address.

Michael Jacobs, representing the design team, briefly express our excitement surrounding the opportunity to be involved with this project.

This writer then outlined the "Program Session #1" agenda, which was used as a guideline for the day's activities. A draft copy of an agenda for all of the future programming sessions was also reviewed. The following issues were discussed and additional comments are presented below:

1. Future meeting dates were established for the entire Programming, Schematic Design, and Design Development Phases as follows:

PROGRAMMING PHASE (9 weeks including Owner Review & Approval to Proceed)

#1 1/19/12 Kick-Off (Omni/Cannon)

#2 2/8/12 thru 2/10/12 Focus Groups for first 1.5 days (Omni/Cannon) followed by detailed programming with PEC for last 1.5 days (Omni/Cannon/CMTA/C-H).

#3 2/22/12 - 2/23/12 (Omni/Cannon/CMTA/C-H/BFMJ/VLA)

#4 3/15/12 - 3/16/12 Program Complete. (Omni/Cannon/CMTA/C-H/BFMJ/VLA)

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SCHEMATIC DESIGN PHASE (12 weeks including Owner Review & Approval to Proceed) (Omni/Cannon/CMTA/C-H/BFMJ/VLA)

#5 4/4/12 - 4/5/12 (Omni/Cannon/CMTA/C-H/BFMJ/VLA)

#6 4/25/12 - 4/26/12 (Omni/Cannon/CMTA/C-H/BFMJ/VLA)

#7 5/16/12 - 5/17/12 (Omni/Cannon/CMTA/C-H/BFMJ/VLA)

#8 6/6/12 - 6/7/12 (Final) (Omni/Cannon/CMTA/C-H/BFMJ/VLA/Sextant/RPA)

DESIGN DEVELOPMENT PHASE (12 Weeks including Owner Review & Approval to Proceed)

#9 6/20/12 - 6/21/12 (Omni/Cannon/CMTA/C-H/BFMJ/VLA)

#10 7/11/12 - 7/12/12 (Omni/Cannon/CMTA/C-H/BFMJ/VLA/Sextant)

#11 8/1/12 - 8/2/12 (Omni/Cannon/CMTA/C-H/BFMJ/VLA)

#12 8/22/12 - 8/23/12 (Omni/Cannon/CMTA/C-H/BFMJ/VLA/Sextant/RPA)

CONTRACT DOCUMENT PHASE (TBA)

2. Agendas for future meetings will be prepared and distributed.
3. All correspondence and emails must include the Project Title (NKU-CRC-Subject) and be distributed throughout the project to Rob Knarr. Mary Paula Schuh will be the lead contact during the Programming Phase. Rob will forward email on the NKU side as appropriate to the PEC and the Project Steering Committee (PSC).
4. The overall Project Schedule was also reviewed.
5. Vice President Ken Ramey and other members of the PEC emphasized the importance of student involvement, and the need to make schedule adjustments to cater to that priority when possible. This project will be a Process-Driven approach driven by involvement of students, faculty and staff through focus groups. While the need to complete this project in a timely manner is essential, the process should not be compromised by schedule. Jeff Waple, Dean of Students, echoed the enormous need for this upgrade. A representative of NKU Athletics Department will be added to the PSC.
6. Vice President Ken Ramey also thanked the members of the Project Steering Committee (PSC) for their time commitment to this project. Mr. Ramey noted that the PSC's role is to serve as the "Visioning Eyes" for what the project will ultimately become. Mr. Ramey also explained that the (PEC) will serve the role of working at the detail level of decisions. Mr. Ramey also noted that a large project such as this normally goes through some give and take before the project is fully defined.
7. Reed Voorhees discussed the key components of the Needs and Visioning process as:
 - A. Keeping an open dialog on the project elements
 - B. Fostering a team driven collaborative approach.
 - C. The value of Focus Group discussions and interaction
 - D. Identifying existing building deficiencies
 - E. Identifying Existing intramural/recreational program deficiencies.

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- F. Understanding Maintenance & Operational Needs.
 - G. Establishing a Likes & Dislikes wall for campus wide commentary.
 - H. NKU has begun facebook and twitter activity.
 - I. Development of a Priority List.
8. Reed Voorhees also noted that we will be developing a spread sheet with unit costs to establish the quantitative needs of the building program.
9. Reed then presented a short presentation on current trends in Recreation Centers.
10. This writer also opened a dialog on the qualitative components of what makes for a good recreation center. Those items included:
- A. The need to embrace and showcase the Sustainable aspects of this building.
 - B. The value of natural daylighting and views to human comfort.
 - C. Expressing the innovation of this particular building typology.
 - D. Anticipating the future through flexibility, adaptability, and expandability.
 - E. Embracing the campus context with a fresh look to the future.
 - F. Transforming the existing Albright Health Center.
 - G. Underpinning the design with ideas that express its purpose both inside and outside.
 - H. Reflect the broad and diverse demographic interests of NKU's students, faculty, and staff.
 - I. Place Making with large and small student interaction zones of space.
 - J. Provide for casual and formal small group activities and meetings.
 - K. Provide a visually appealing architecture.
 - L. Showcase a climbing wall or bouldering area.
 - M. Avoid glare of outside sunlight through design elements and material choices.
 - N. Understand the value of group dynamics in group activities.
 - O. Establish life-style habits that last a lifetime.
 - P. Develop a Juice Bar "hang-out" on the public side of the building.
 - Q. Seek a balance of cardio and fitness areas by having some active spaces (being in-the-zone), while also providing more reclusive spaces for those who are concentrating on their activities. Disperse these activities and avoid one large Fitness and Cardio room (Note: NKU needs more cardio machines than existing).
 - R. Discover how the building can adapt to future programs and trends in fitness (Note that NKU needs many more cardio machines than they currently have).
 - S. Improve the existing difficult circulation. Too easy to get lost. Wayfinding should be intuitive.
 - T. Provide a clear and single entrance. How to control multiple entrances? Future entrances?
 - U. Humidity of Pools suggests enclosed environment.
 - V. What about a recreational pool with a secure outdoor space.

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W. Can the building appear more porous than the existing windowless box?

X. Centralize some seating in proximity to equipment.

Y. Consider centronic play-list for music listening.

Z. Review trends in technology at a future session.

AA. Technology expectations still need to be reviewed and determined

11. Design Issues that will drive the project include:

A. Budget & Schedule Control

B. Development of clear interior and exterior wayfinding for the current campus configuration as well as the flexibility for the future campus growth to the south and east.

C. Reconcile the Program and the budget in the programming phase.

D. Establish a Phasing Plan to new construction and renovation. New addition programming should allow for everyday operations of Recreation Center (with some areas possibly being limited) during renovation of existing building.

E. Develop an understanding of the transformational goals of the project.

12. Facebook and twitter activity has been started by NKU. A QR code for distribution will also be established soon by NKU's Chris Cole (Director of Communications).

13. Omni Architects and Cannon Design presented an overview to the programming process. Reed will prepare an overview narrative to explain the design process on the NKU media web site.

14. Reed noted that drawings (plans and renderings), and both analog and digital 3-D models would be utilized during the design process to communicate concepts on the web site.

15. This writer noted that the programming phase is that moment in a project where so much is possible, and that over time decisions are made that narrow down the realm of options. It was suggested we dream big during this phase, knowing that we will need to narrow down options and set priorities in order to stay within our fixed budget. The decision-making curve is heavily weighted towards possibilities in these early phases.

16. During the recession, NKU has continued to grow in size at approximately 1 to 2% per year. The Council on Post Secondary Education has established a goal for NKU to reach 26,000 students by the year 2020. While this target may have changed, the facility should be planned for both the current needs as well as the future needs of NKU. It was suggested that Cannon Design identify the size of Recreation Centers for campuses of comparable size to NKU. Noting that this new addition should anticipate an expansion, it would be helpful to look at the ultimate size in gross square feet (GSF) at a 20,000 and 25,000 student enrollment level.

17. Under the current thinking, a North entrance would be the most logical entrance. Eventually an East side and possibly South side approach should be considered (15-year plan). The addition has been anticipated to be on the East side. Rob Knarr will confirm the site limits based upon the baseball field to remain. The batter cages currently straddle a logical building line on the East side of the site.

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18. The new \$92M Health Innovations Center is the next targeted project for NKU. The COHP will be relocated to this new facility once it is completed (approximately 3-5 years out). However, they will remain on Level 2 and 3 until that time. The current concept includes a full renovation of mechanical systems. Additional needs include ADA accessibility, Life-Safety Improvements, and other systems as required in a code upgrade for major renovations. CMTA will meet with NKU M&O prior to the scheduled M&O meeting in Session #2.
19. The Kinesiology Department in the Albright Center will remain as located. A special focus group session will be set up with the Kinesiology faculty. Mary Paula distributed a floor plan with users assigned to each room. Cannon Design has started building a Revit Building Information Model (BIM) and will populate this information with the room names.
20. Funding for a competition size pool was being considered at the time of the architect/Engineer (A/E) selection. That outside funding source is no longer feasible. The recreational pool is still on the table.
21. It was noted that the renovations on the second and third floor of Albright Center should be scheduled to occur during the summer season when school is not in session.
22. Athletics' Department does utilize the Rehabilitation suite in Room 218.
23. Additional issues discussed included:
 - A. Spinning – Competing with friends.
 - B. Gamming may not be needed. Not as widespread in the Student Union as anticipated.
 - C. Consider Technology savvy nature of students but consider an “un-plugged” day.
 - D. Interest in the future of Cario theater.
 - E. Dedicated Spinning cave.
 - F. Teaching component to this building – Wellness, demonstration kitchen, information.
 - G. Discuss Juice bar with Chartwells.
 - H. Discuss needs of 2 intramural fields that are a part of this project with the Focus Groups.
 - I. NKU Athletics will likely use the facility on an as-needed basis, so Chris Hafling a representative from NKU Athletics has been added to the project steering committee. NKU does not anticipate including any programming elements geared solely & specifically to NKU Athletics.
 - J. The existing pool is not user friendly.
 - K. The well-being and safety of users both inside and outside needs to be accomplished.
 - L. How will access-control be accomplished? Cost of biometrics?
 - M. Climbing wall liability considerations. Staffing cost.
 - N. Utilize daylight harvesting for lighting systems.
 - O. Stay simple on lighting control systems.
 - P. Consider using wood for it's warmth.

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- Q. Operable windows unfortunately have humidity and energy issues, and will not be considered for this project.
- R. Make sure this project reinforces the NKU brand.
- S. Consider "free" day lockers. If not,, then cubbies in aerobics, and other spaces.
- T. Provide grooming areas in locker rooms.
- U. Provide storage in gyms, MAC, and aerobics rooms.
- V. Provide electric netting between courts.
- W. The Kinesiology lab is not sufficient as is.
- X. Consider options for digital class scheduling.

The meeting adjourned at approximately 5:00 pm.

Meeting minutes have been prepared to establish a record of the meeting and information shared. The information presented herein shall in now way supersede or modify the Contract Documents. Should you have any questions, comments or corrections, please forward to Omni Architects within three days.

Attachments: Sign-in Sheet (2 pages)

cc:	Larry Blake	NKU
	Steve Nienaber	NKU
	Mary Paula Schuh	NKU
	Michael Jacobs	Omni Architects
	Don Adams	Omni Architects
	Jay Copley	Omni Architects
	George Nikolajevich	Cannon Design
	Reed Voorhees	Cannon Design
	David Body	Cannon Design
	John McAlister	Cannon Design
	Steve Crocker	Counsilman-Hunsaker
	Tony Hans	CMTA
	Peyman Jahed	BFMJ
	Vivian Llambi	VLA
	Mark Gillis	The Sextant Group
	Robert Pass	RP+A
	Correspondence File	

MWJ/mwj

Meeting Attendees

Subject: Northern Kentucky University Campus Recreation Center

SU 107 B&C

Date: 1/19/12

Time: 2:00 PM

(Please Print)

REPRESENTING / ROLE

TELEPHONE

EMAIL

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Meeting Attendees



CANNONDESIGN

Subject: Northern Kentucky University Campus Recreation Center

Location: SU 107 B&C

SU 107 B&C

Date: 1/19/12

Time:

(Please Print)

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**NORTHERN KENTUCKY UNIVERSITY
CAMPUS RECREATION CENTER EXPANSION/RENOVATION**

January 19, 2012

PROJECT STEERING COMMITTEE KICKOFF MEETING

Agenda

- 1) Introductions - NKU/Omni/Cannon
- 2) Project Overview
 - Goals, objectives, priorities
 - Expectations – How will success be defined?
- 3) Programming Methodology
 - Needs Analysis
 - Prioritization
 - Benchmarking
 - Cost Data
- 4) Building Components
 - Trends
 - Issues
- 5) Response / Program Discussion
- 6) Next Steps



Prime Architect
OMNI
ARCHITECTS

Michael Jacobs, AIA CID
LEED AP
Principal-In-Charge & Project Manager

Don Adams, AIA LEED AP
Project Architect

J. Alvin Warner, PE
Construction Administration



Structural Engineer
BFMJ, INC.

Ethan Buell, PE SECB
Principal-In-Charge

Peyman Jahed, PE
Project Manager and
Structural Engineer



AV/IT & Acoustics
The Sextant Group

Mark Gills, CTS
Principal-In-Charge and Lead for Audiovisual
Technologies

Timothy Kelly, RCDD-NTS CTS
Information Technologies Lead

Greg Coudreit, CTS LEED AP BD+C
Acoustics Lead



Cost Estimator
Robert Pass + Assoc.

Robert Pass
Architectural, Structural & Civil Estimator

John W. Wolf
Senior Mechanical & Electrical Estimator

CANNONDESIGN

Recreation Consultant
CANNON DESIGN

Reed Voorhees, AIA LEED AP
Principal-In-Charge for Sports Design

David Body, FAIA RIBA
Sports Programmer and Design Reviewer

George Z. Nikolajevich, FAIA
Senior Project Designer

Richard Bacino, RA
Project Manager



M/E/P Engineer
CMTA ENGINEERS

Tony Hans, PE RCDD LEED AP
Principal-In-Charge

Jess Farber, PE LEED AP HDPF CxA
Project Manager

Tracy Steward, LEED AP
Mechanical Engineer

Brian Baumgartle, PE LC LEED AP
Electrical Engineer



Pool Consultant
Counsilman-Hunsaker

Doug Cook, AIA LEED AP
Senior Project Manager

Steve Crocker, PE
Project Engineer for Pool Design



Site Designer
Vivian Llambi &
Associates, Inc. (DBE)

Vivian Llambi, RLA
Principal-In-Charge

Kenneth O'Dea, RLA ASLA APA
Senior Landscape Architect/Planner

Jeffrey Sinnard, PE
Civil Engineer

Our design team is comprised of the following firms:

**ARCHITECTURE/FACILITY
PLANNING**



*Architect of Record & Interior
Designer*
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ENGINEERING

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