

**NMSU Facilities and Services
Building Committee Meeting
Engineering Center Additions and Renovations
21 July 2014
Agenda**

8:00-9:00

1) Introductions

- NMSU
- Van H. Gilbert Architects PC
- RFD (Research Facilities Design)

2) Building Committee Charge

3) Project Description

4) Tentative Project Schedule

5) Budget

6) Programming Overview

- Design Process-Van H. Gilbert Architects
- Engineering Laboratory Design Issues/Challenges-RFD

10:00-3:00

7) Laboratory needs

- Chemical and Materials Engineering (10:00-12:00)
- Mechanical Engineering (1:00-3:00)

3:00-4:00

8) Wrap-up

- Observations
- Questions
- Next Meeting

**New Mexico State University, Las Cruces
Renovations and Additions to Jett Hall and Jett Annex (Engineering Center)
Building Committee Charge
May 14, 2014**

Membership:

The Building Committee consists of the members on the attached list.

Charge:

The Engineering Center Building Committee is an ad hoc, advisory committee established by Facilities and Services (F&S) with appointments recommended and approved by various parties (see membership list) for the purpose of advising F&S and the project architects and consultants with regards to the proposed renovations and additions to the Engineering Center (Jett Hall and Jett Annex).

The project architect was selected through an advertised Request for Qualifications process and interview. A contract for this project is being negotiated with **Van Gilbert Architects** of Albuquerque. The most recent project VGA designed for the university was Domenici Hall (the Institute for Public Policy), which will open this fall. Copies of their proposal and information about the firm are available from the University Architect.

The project will be managed by Facilities & Services, following standard procedures and legal and procurement regulations and policies. The F&S Project Manager during the Design phase (up to the beginning of construction) is **Boyd Poirier**. The Project Manager is tasked with organizing and managing the work of the architects and their consultants, developing and scheduling project budgets and schedules, managing the design phases and managing the bidding process. Throughout the project process, all communication should be routed via the project manager in order to assure good coordination.

The Committee is charged with:

- a.) providing advice on the project scope and program;
- b.) reviewing any previous program information, developing new program information, and working with the design team to reduce the program to fit the current budget and size constraints, resulting in a new program for what should be accommodated in the finished project;
- c.) considering the input and suggestions of stakeholders, future users of the facility, NMSU facilities management staff and engineers, project architects and consultants, and others from time to time;
- d.) providing advice for the project's design team and project manager;
- e.) considering and balancing the concerns and issues of all the affected stakeholders;
- f.) building consensus for committee recommendations;
- g.) attending public meetings that may be called as part of this process;
- h.) reviewing alternative designs proposed by the architect;
- i.) reviewing and prioritizing bid alternates or other techniques designed to control costs and proposed by the architect; and
- j.) making recommendations to Facilities & Services on (in sequence through the design process) a final preferred program, a concept plan, and a schematic design plan and schematic design budget.

The Building Committee will conclude its work at the end of the Schematic Design phase. From that point on, the project will be managed by Facilities & Services through subsequent stages. However, if there are any significant changes to the developed and approved program, scope, design or budget, the Building Committee may be reconvened for advice and further review. They may also be reconvened from time to time during the project for further input, at the discretion of the committee chair or the project manager.

Building Committee Organization:

Under NMSU standard policies, the Building Committee Chair for major projects is the University Architect. Several F&S staff members serve as voting members of the committee (see the membership list). The consultant design team and other NMSU staff shall serve as technical representatives and shall be responsible for assembling and compiling all information and reports necessary for the Building Committee's work to progress, including meeting notes.

Meetings will be held approximately twice a month in the early stages. The date and time of Building Committee meetings shall be established by the project manager early in the design process and every effort will be made to conform to that schedule. Some or all meetings may be considered open work sessions, where the general public is invited to attend, to listen and observe, unless participation is deemed appropriate by the Chair. Active participation may be extended to the general public at open houses, workshops and public hearings.

No quorum shall be necessary to conduct business. Decisions shall be made, if possible, by an indication of general consensus among the Building Committee members present. A vote may be taken if there is an issue that can only be settled in this way, in which case a majority of votes are required and a quorum (more than 50% of the membership) must be present. Staff, architects and others (other than the appointed voting members in the membership list) will not participate as decision makers.

Facilitation will be provided by the project manager in those instances when it is considered beneficial in helping the Building Committee achieve its stated purposes.

New Mexico State University, Las Cruces
Engineering Center (Jett Hall and Jett Annex)
Building Committee
May 12, 2014

Membership:

The Building Committee consists of the following:

Voting Members:

Dr. Ricardo Jacquez: Dean, College of Engineering, rjaquez@nmsu.edu
Dr. Sonya Cooper: Associate Dean, College of Engineering, socooper@nmsu.edu
Dr. David Rockstraw: Department Head, Chemical and Materials Engineering, drockstr@nmsu.edu
Dr. Ian Leslie, Department Head, Mechanical Engineering, ileslie@nmsu.edu
Glen Haubold: Associate VP for Facilities, ghaubold@ad.nmsu.edu
Greg Walke: University Architect (Committee Chair), walke@nmsu.edu
Matt Ochoa: F&S Senior Assistant Director for Project Development, dmocho@nmsu.edu
Dale Harrell: F&S University Engineer, dharrell@nmsu.edu
Boyd Poirier: F&S Project Manager, bpoirier@ad.nmsu.edu
joni newcomer: Campus Sustainability Manager, jnewcomer@nmsu.edu

Optional Additional Voting Members:

President's Representative: Ben Woods,
Sr. VP for External Relations and Chief of Staff

**NMSU Facilities and Services
Building Committee Meeting
Engineering Center Additions and Renovations
Project Description**

This project will renovate, modify, and possibly add to the existing Engineering Center (College of Engineering) facilities, providing state-of-the-art classrooms, laboratories, lecture facilities, seminar rooms, study areas and academic support spaces needed to meet the institution's mission. It will also take dated and poorly functioning facilities with significant maintenance needs and update them as contemporary facilities. The focus in the College of Engineering will be on the remodel of Jett Hall and Annex. This project will also provide for infrastructure improvements to utilities servicing these facilities. Some new building square footage may be required in order to meet code, ADA, and functional or programmatic requirements, but the focus of the project will be on renovation of the buildings and infrastructure improvements.

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Part 1: Consists of preliminary studies, architectural programming, preliminary design, scheduling and cost estimating to establish the anticipated scope of the complete project and overall Project Program. Work will include review of existing facilities and plans, physical observation of certain areas, and working with a building committee to define the extent of the project. The schedule for Part 1 started in October 2013 and will be complete by the end of September 2014.

09/30/14 Project Programming

Part 2: Consists of Basic Services from Schematic Design through completion of construction. This will be the implementation of basic architectural services based upon the Project Program completed in Part 1, as funded through the appropriations and election processes. The schedule for Part 2 is contingent upon funding, however it is anticipated that schematic design would resume in November 2014. Construction would be from Fall 2015 through Winter 2016.

<u>Nov '14</u>	Authorization to proceed w/ design
<u>Dec '14</u>	Completion of Schematic Design Phase
<u>Feb '15</u>	Completion of Design Development Phase
<u>Apr '15</u>	Completion of 50% Construction Documents Phase
<u>Jun '15</u>	Completion of 95% Construction Document Phase
<u>Jun '15</u>	Complete CDs
<u>Jul '15</u>	Advertise for construction proposals (cost and qualifications)
<u>Aug '15</u>	Receive construction proposals
<u>Aug '15</u>	Meet to evaluate proposals; select contractor
<u>Sep '15</u>	Sign construction contract
<u>Oct '15</u>	Notice to Proceed
<u>Nov '15</u>	Begin Construction
<u>Nov '16</u>	Substantial Completion
<u>Jan '17</u>	Certificate of Occupancy; open for use

		<u>Earliest</u>	<u>Latest</u>
Approvals:	Board of Regents Meeting:	March 2015	June 2015
	HED Meeting:	April 15, 2015	July 8, 2015
	State Board of Finance Meeting:	May 19, 2015	Sept 15, 2015