

Alley Meeting Minutes
November 20, 2012
9am E Cullen 226

1. Grove Update
 - a. Contract – was negotiated down do just over a 10% fee and has had an initial review by OGC. Team is rewriting with requested changes today and will submit to legal for review and approval with the Goal of reaching A&F no later than Monday for signature.
 - b. Design Charette and Design team initial meeting to be scheduled for the first week in October by Roger. He will invite selection team and Dean Roberts will add others as applicable. Team discussed importance of staying on task and creating a “Parking lot” for any ideas that may need to be addressed later but are currently not included in the project scope. Brief chartering session will be held at start of Charette to ensure everyone has an understanding of Scope and Roles.
 - c. Construction should begin right after graduation so CD completion is targeted for Mid-March.
2. Fire Life Safety Update – 12/10 completion date for main fire pump and for bringing new system on line. Target is for punch list post 12/10 with year-end substantial completion.
3. Alley Renovation
 - a. Back a bit ahead of schedule (Schedule attached)
 - b. Trailer – met with purchasing and utilities 24x72 trailer (1) needed. They will tie into existing utilities and utility planning support is being provided by Jack Gill and Mike Wheeler. Facilities Management has cleared putting it in that area and Fire Marshall has approved location. Project will need to show Fire Marshal this is a temporary structure and RFP and project cost should include schedule expectations and full removal/site restoration. James will integrate RFP process timeline into a future schedule once scope document is complete.
 - c. Scene Shop flooring replacement is schedule for 12/17/2012 – 1/4/2013.
 - i. Preliminary Meeting scheduled for next week
 - d. Rigging inspections – results are in and repairs are being priced – this will be funded by CRDM and will be addressing safety issues outlined. Larger capital investments will need to be planned with the College long term.
 - e. URS – Meeting will be scheduled for Monday with the Principal of the firm to discuss performance issues and seek immediate resolution to drawing addendum need to keep team on target. Melissa will attend and facilitate the meeting to support James/team.
4. Lease update – Emily provided a lease status update and indicated three items were currently under review by the Dean, but they are making progress.
5. Quads Space Renovation – Current estimate is \$25K, James will ensure ADA is included in this estimate. College/Provost to review all options and provide by next meeting date.