



**SD Workshop #3
February 10, 2015
9:30 AM @ WCRC**

1) Design Team Attendees

- a) BRS Architects : Dave Hammel, Steve Blackburn, Marcia Hocevar, Daniel Matoba, Joel Hermann
- b) JVA Civil : Brian Campbell, Josh McGibbon
- c) Norris Design : John Birkey, Patrick Hannon
- d) Group 14 : Sue Reilly
- e) The Ballard Group : Don Beaglehole
- f) AEDG : Eric Nielsen, Vanessa Pederson

2) Project Administration

- a) Confirm Work Plan & Schedule
- b) Communications - Outreach
- c) Confirm date for Workshop #4 – Monday, February 23, 2015
- d) Review Owner Decision Matrix
- e) Confirm Agency Review Process
 - i) Planning commission comment from Feb. 2, 2015 : “Be conscious of the distance between the new mechanical on the roof top & neighboring residential properties, including potential sound concerns.”
 - ii) Discuss cursory Development Review Committee presentation
 - (1) Approximate building plan check duration : 14 days
- f) Discuss CM/GC schedule / RFP
 - i) RFP questions due from contractors – Friday, February 6, 2015
 - ii) RFP question responses due to contractors – Tuesday, February 10, 2015
 - iii) RFP response due – Wednesday, February 18, 2015
 - iv) CMGC Interviews – Tuesday, February 24, 2015
 - v) CMGC Selection – Friday, February 27, 2015
- g) Soils testing status
- h) Water sample status
- i) Land Survey update
- j) Update O&M budget

3) Project Mission Statement

- a) *“The mission for expanding the Windsor Community Recreation Center is to build community, provide affordable aquatics and wellness opportunities for families and transform the center to become an intergenerational destination for the Windsor area residents.”*

4) Design

- a) Review site water treatment regulations with JVA Civil (9:30 am)
- b) Discuss siphon well site / access easement within proposed natatorium addition footprint
- c) Review preliminary site plan options with Norris Design (10:00 am)
- d) Review updated 3D computer model concepts

- e) Review Further Development of Architectural Plans and Elevations
- f) Review Interior Design & reception desk questionnaire
 - i) Discuss second floor office space plan
- g) Discuss Sustainable Design options with Group 14, AEDG, & Ballard Group (1:00 pm)

5) Program & Budget

- i) Review FFE list
- ii) Review desk questionnaire
- iii) Review requirements for Red Cross emergency shelter
- iv) Review requirements for IT / Communications / AV
- v) Review fitness equipment layout
- vi) Review requirements for security (Town Board)

6) Next Steps

- a) Refine the floor plans, elevations, and sections
- b) Refine 3D modeling
- c) Develop site design with civil and landscape architect
- d) Prepare 100%SD package / SD report