

PROJECT DOCUMENTATION

PROJECT: Grinnell College
Noyce Science Center Phase II
Grinnell Iowa

COMMISSION NO.: 14233-33
DATE: September 30, 2002

DESCRIPTION: A series of meetings were held at Grinnell College on September 4 and 5, 2002. The following items were discussed and actions taken:

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H&R

ITEM ACTION

- 1.0 H&R presented two organizational concepts for the floor plans of the Phase II Facility to the building committee.
 - 1.1 The first option placed the main air handling system on the roof of the new structure, leaving considerable space in the basement that would be used for program space.
 - 1.2 The second option located the main air handling system in the basement and provided a third floor for usable program space.
 - 1.3 Option I would allow the Science Library to occupy portions of the first and second floors.
 - 1.3.1 Option II would place the library on the second and third floors
 - 1.4 Option I would require considerable program space to be located in the basement where access to natural light would be difficult.
 - 1.4.1 Option II creates a third floor with better access to natural light and fills the basement with mechanical equipment.
 - 1.5 Option I places the entry to the Science Library in the center of the building on the floor of entry.
 - 1.5.1 Option II places the entry to the Science Library on the second floor allowing Biology to expand across the first floor.
 - 1.6 Option I allows for easier intake of air, as the main air handling equipment is located on the roof.
 - 1.6.1 Option II will likely require more mechanical shaft space, but the basement location of equipment is preferred by Facilities personnel due to ease of maintenance.

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- 1.7 It was agreed by all that the senior faculty status offices should be dispersed among the departments. Large groups of SFS offices to be avoided.
 - 1.8 After discussion the building committee and faculty agreed that Option II is preferred provided mechanical details can be resolved.
- 2.0 Meetings were held with each department to review adjacency requirements of department spaces. The following comments were made:
- 2.1 Library Faculty & Staff
 - 2.1.1 Concern was raised over having wet labs occupy space over the Library. Preference for "dry" spaces above the library in order to minimize potential water damage to the collection.
 - 2.1.2 Option II with the library on the second and third floors would require additional structural capacity in order to facilitate compact shelving.
 - 2.1.3 Direct access to light from the north elevation is preferred.
 - 2.1.4 If the library is split over two floors, an internal elevator will be required, the library will have only one external entrance.
 - 2.1.5 Micro Film and Micro Fiche are not heavily used. They may be eliminated.
 - 2.1.6 Serial and reference documents are candidates for compact shelving.
 - 2.2 Chemistry Department
 - 2.2.1 Spaces which require proximity to the stockroom should be located in new space to the north of the current stockroom.
 - 2.2.2 Workshop related spaces should be near the introductory labs and may be able to expand to the east into the current math science building.
 - 2.2.3 The Biological Chemistry lab should be located on the Chemistry floor for instrument sharing and proximity to the stockroom.
 - 2.2.4 The existing stockroom is in need of improvement physically and mechanically. Eliminating the ships ladder to the penthouse that currently exists within the stockroom should be considered.
 - 2.3 Physics Department
 - 2.3.1 The department expressed a strong desire to have additional expansion space occur on the first floor rather than the basement.

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- 2.3.2 The department indicated that the spaces in the lower level north of the courtyard leak and need to be addressed.
- 2.3.3 Classroom and teaching spaces should have window priority.
- 2.3.4 Consideration should be given to light pollution generated by the greenhouse.
- 2.4 Biology Department
 - 2.4.1 Moving the library from the first floor allows introductory Biology labs and Biology commons area to expand to the north and east on the first floor.
 - 2.4.2 Biology agreed that the Biological Chemistry lab should be located on the Chemistry floor, however a communicating stair between the floors should be considered.
 - 2.4.3 The environmental science "wet" spaces have a relationship with the biology spaces.
 - 2.4.4 It is more common to move materials from the greenhouse to the teaching labs than from the loading dock to the greenhouse.
- 2.5 Psychology
 - 2.5.1 The department is concerned with maintaining a departmental "center" where faculty and students can interact.
 - 2.5.2 The animal facility/neuroscience spaces have a connection to the introductory labs through the use of animals. If these spaces are on separate floors, a vertical connection is desired.
 - 2.5.3 The clinical, developmental and cognitive aspects of the department draw some of their traffic from 8th street.

Other departmental spaces draw most of their traffic from campus.
 - 2.5.4 Program spaces CO 07, PS 02 and CO 10 draw the most traffic flow of students. It is desirable to place these spaces in proximity of the faculty offices.
 - 2.5.5 The department has need of a vehicular drop off area near an entrance to the building on 8th street for public access involved in clinical or developmental studies.
- 2.6 Math/CS Department
 - 2.6.1 The department made a strong case for mixing the SFS offices with faculty offices, in order to best take advantage of what Senior Faculty have to offer current faculty and students.

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- 2.6.2 The department was strongly in favor of Organizational Option II.
 - 2.6.3 Concern was raised regarding the isolation of the CS department if they were confined to the third floor only. It is desirable to have a mix of uses within the third floor layout.
 - 2.6.4 CS stated that research space is the top priority in terms of proximity to offices.
 - 2.6.5 CS stated that some of the open student study areas need to be closed off in order to contain some of the clutter that results from student study activities.
 - 2.6.6 The department felt strongly that teaching spaces have access to natural light.
- 3.0 A meeting was held to review the requirements of CERA. The following items were discussed.
- 3.1 There is a possibility of pursuing grant funding to help pay for the facility. It is unlikely that the grants, if available, would exceed \$500,000.
 - 3.2 Transportation of students to and from CERA involves up to 15 passengers in up to four vans. Pick-up/Drop-off areas proximate to the building for loading students onto vans is required. September thru November are the peak times for CERA usage.
 - 3.3 If the lab component of CERA can be constructed prior to the Phase II building construction, it may be able to serve as swing space for teaching labs.
 - 3.4 The use of CERA Greenhouse as a temporary replacement for the main campus greenhouse was not considered favorable. A temporary greenhouse located on campus is preferred.
- 4.0 A meeting was held to review the status of the contract.
- Grinnell 4.1 Grinnell will forward minor revisions to the wording in the contract for H&R to review.
 - H&R 4.2 Grinnell requested that H&R provide a certificate of insurance and an hourly rate schedule.
 - 4.3 Grinnell requested that H&R include landscaping and LEED Certification with the scope of work.
- 5.0 A meeting was held with Mark Godar and Rick Whiting to review concerns of the facilities staff.
- Grinnell 5.1 Grinnell is to provide the assumed heating load for the science facility used by the central plant engineer.

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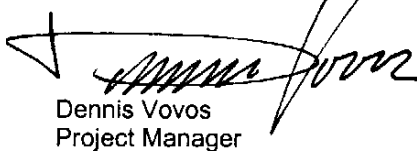
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ITEM ACTION

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| H&R | 5.2 | H&R was requested to stand a LEED checklist. |
| | 5.3 | The existing steam lines into the current science building must remain active during construction. |
| H&R | 5.4 | A meeting with the building department to review set back and parking requirements need to be established. |

The preceding notes constitute Holabird & Root's understanding of the matters addressed. If your understanding differs, please notify Dennis Vovos within five working days of your receipt of this document.

HOLABIRD&ROOT LLP



Dennis Vovos
Project Manager

DV/lts