

MEMORANDUM

TO: University Facilities Planning Board: Susan Agre-Kippenhan - Chair, Walt Banziger - Vice Chair, Jim Becker, Kurt Blunck, Allyson Bristor, Jeff Butler, ASMSU President, Michael Everts, Joseph Fedock, Mandy Hansen, Jeff Jacobsen, Patricia Lane, Tom McCoy, Ed Mooney, Jim Rimpau, Craig Roloff, Tom Stump, Jim Thull, Kasey Welles – ASMSU, Allen Yarnell, Brenda York

FROM: Victoria Drummond, Associate Planner, Planning, Design & Construction

RE: **July 20, 2010**, meeting of the University Facilities Planning Board to be held in the **Facilities Meeting Quonset** at **3:30 pm**

ITEM No. 1 – APPROVAL OF NOTES

Approval of the draft notes from the June 22, 2010.

ITEM No. 2 – EXECUTIVE COMMITTEE REPORT

Report on any current Executive Committee actions.

ITEM No. 3 – CONSENT AGENDA - Update on Danforth Park/Iris Garden Project

ITEM No. 4 – INFORMATIONAL – National Solar Observatory Site Selection Presenter – Walt Banziger/Dana Longcope – Drawings to be given at meeting

ITEM No. 5 – RECOMMENDATION – Construction Staging on Parking Lots Guidelines (Continued from 6/8/2010) Presenter – Bob Lashaway - Information to be given at meeting

HORIZON ITEMS

- **External Building Signage Policy**
- **Staging Discussion**
- **Seminar Materials**
- **Master Planning Issues**
- **Revisit and Update Policies**
- **MSU Heritage Properties**
- **HBO5 Amendment for lab Facility**

VCD/da

pc: Waded Cruzado, President
ASMSU President
Jody Barney, Budget and Fiscal Director, Office of Dean and Director
Patricia Chansley, Assistant to the Provost
Cathy Conover, Vice President, Communications & Public Affairs
Lisa Duffey, Assistant to the Dean of Agriculture
Heidi Gagnon, Assistant to the Vice President, Administration & Finance
Diane Heck, Administrative Associate, Provost
Jennifer Joyce, Assistant to the Vice President for Planning and CIO
Linda LaCrone, Assistant to the Vice President for Research, Creativity and Technology
Glenn Lewis, Special Assistant, Vice President, Student Affairs & Dean of Students
Shari McCoy, Assistant to the President
Sheron McIlhattan, Accounting Associate IV, University Business Services
Becky McMillan, Administrative Associate, Auxiliary Services
Kathleen McPherson-Glynn, Assistant to the Dean, Arts and Architecture
Charles Nelson, Registrar and Director of Admissions
Robert Putzke, Director, MSU Police

**MEETING NOTES OF THE
UNIVERSITY FACILITIES PLANNING BOARD
June 22, 2010**

Members Present: Susan Agre-Kippenhan - Chair, Walt Banziger - Vice Chair, Ritchie Boyd for Joe Fedock, Jeff Butler, Michael Everts, Brad Garnick, Mandy Hansen, Jeffrey Jacobsen, Linda LaCrone for Tom McCoy, Robert Lashaway for Craig Roloff, Ed Mooney, Jim Rimpau, Brenda York

Members Absent: Jim Becker, Kurt Blunck,* Allyson Bristor,* Tom Stump, Jim Thull,* Kasey Welles – ASMSU, Allen Yarnell,

Guests: Candace Mastel, Facilities Planning, Design & Construction; Julie Kipfer, Communications and Public Affairs

The University Facilities Planning Board met beginning at 3:30 pm to discuss the following:

ITEM No. 1 – Approval of Meeting Notes

Jeff Butler moved to approve the meeting notes from June 8, 2010. Brenda York seconded the motion. The meeting notes were approved unanimously.

ITEM No. 2 – Executive Committee Report

There was no action from the Executive Committee to report.

ITEM No. 3 – Consent Agenda - None

ITEM No. 4 – Recommendation – Campus Banner Installation

Candace Mastel gave a brief overview of the project and requested approval to permanently install new light pole banners along the main north/south sidewalk on campus between Romney Gym and Montana Hall and between Montana Hall and Alumni Plaza. Referencing a map of the core of the campus, Mastel demonstrated the core campus pedestrian connections to be addressed.

Julie Kipfer stated that the first time banners appeared on Campus was 2005. There will soon be many visitors on campus for the Freshman Convocation, our President's Inauguration, the launching of the first LEED Building on campus and the grand opening of the Animal Bio-science Building. A new series of banners added to the north/south corridor of campus will further promote the university's strengths, continue to enhance the campus appearance and will engage the campus in a reinvigorated approach to our land grant mission.

The banners will be double sided and 2-feet by 4-feet in size. One side will have the MSU logo and the other side will have an image. There will be approximately eleven banners, six on one of the corridors and five on the other. The banners have a two year life span; the Centennial Plaza banners are changed out every other year.

Ed Mooney asked if there was any way to measure the positive effect or benefit of visual signage. Kipfer answered that feedback has been positive, but there is no way to measure visual signage; it is public relations.

Susan Agre-Kippenhan suggested that because these are close enough in proximity to Centennial Mall, they should all be the same; there are seven variations repeated multiple times versus this message about the land grant and another message about core values.

Mike Everts suggested that it would be helpful to have another layer of information on the banners to describe the images that MSU is doing with a font large enough to read easily while people are strolling along. Everts also stated that the entire Romney Oval space is meant as an outdoor room, not a corridor. Maybe some of the banners could go along the outside edge, as opposed through the middle. Bisecting that area might not be what we want to do. According to Walt Banziger, that was considered, but the sidewalks are not currently laid out as an oval around the perimeter, so the distribution of banners would not be uniform. When the sidewalks are aligned in the future, the banners would/could then be placed at the perimeter of the space, rather than going down the middle. Kipfer views it as the only way to connect to the Centennial Mall and maintain a similar design. Banziger agreed with Everts from a Facilities standpoint, a ring is the ultimate goal.

Banners currently exist on the Centennial Mall. Installation of banners for the next phase will include the north/south sidewalk on campus between Romney Gym and Montana Hall and the north/south sidewalk between Montana Hall and Alumni Plaza (banner examples and vicinity maps attached). Installation of banners in remaining areas will occur as the areas are developed or as the Office of Communications and Public Affairs, the sponsoring/funding entity, requests. The green space between Linfield and Herrick is part of the pedestrian corridor, but the current proposal does not include banner installation.

Mike Everts moved to recommend approval of the overall concept of the interior walkways and banner installation along the pedestrian corridors of the campus core (outlined in green on the attached drawing). Robert Lashaway seconded the motion; it was unanimously approved with the proxy votes of Kurt Blunck, Allyson Bristor and Jim Thull.

ITEM No. 5 – Informational – *Heritage Buildings and Sites Policy*

Walt Banziger opened the discussion. The *Heritage Buildings and Sites Policy* review and comment period ended Monday, June 21, 2010. There was one comment regarding the definition of the word “object.” Does the UFPB want to see objects such as a historic piece of equipment (such as an old printing press) be designated as historically significant property? The options would be to take off the word “object” or leave it alone.

Robert Lashaway offered that whatever MSU designates an object is an object and it should be left alone. It preserves the opportunity of the UFPB to designate an object, but it doesn’t mean that every object is subject to review by the UFPB. Banziger agreed with Lashaway’s determination and asked for comments.

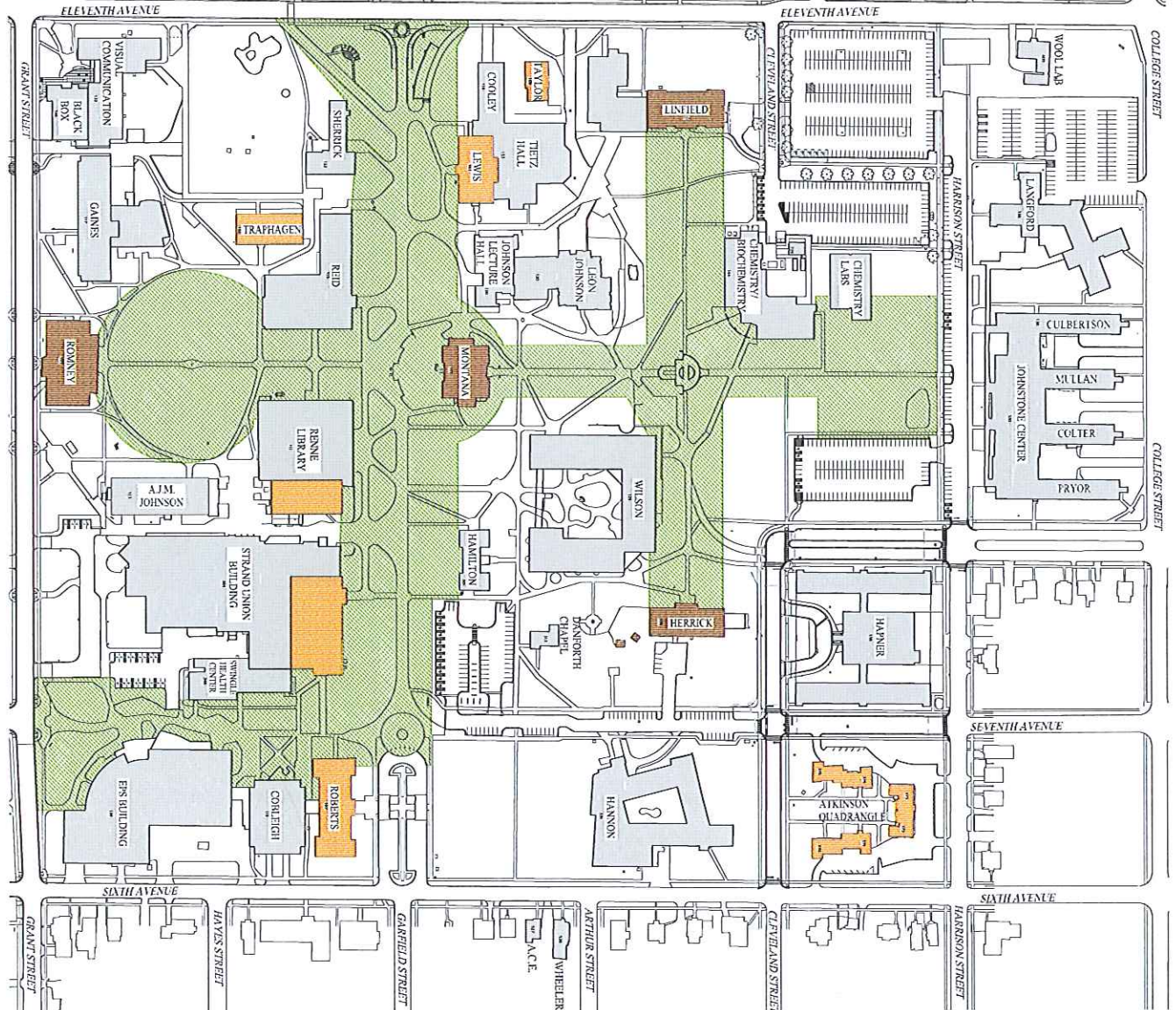
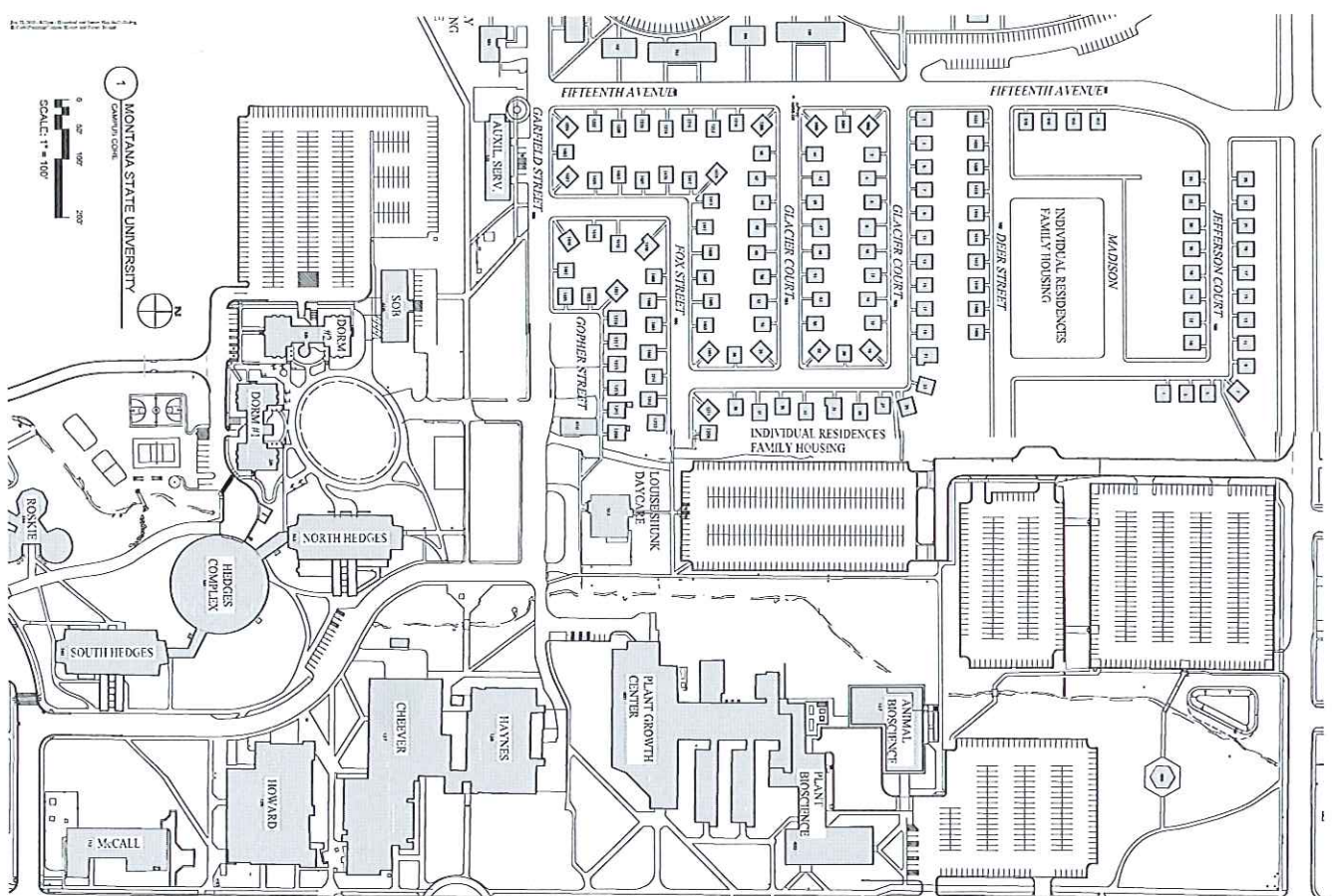
Brenda York made the motion to send the *Heritage Buildings and Sites Policy* as written onto President Cruzado for signature approval. Jeff Butler seconded the motion; it was unanimously approved.

This meeting was adjourned at 4:00 p.m.

*Member who submitted proxy

VCD:da

pc: Waded Cruzado, President
ASMSU President
Jody Barney, Budget and Fiscal Director, Office of Dean and Director
Patricia Chansley, Assistant to the Provost
Cathy Conover, Vice President, Communications & Public Affairs
Victoria Drummond, Associate Planner
Lisa Duffey, Assistant to the Dean of Agriculture
Heidi Gagnon, Assistant to the Vice President, Administration & Finance
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1 MONTANA STATE UNIVERSITY
CAMPUS PLAN





Heritage Buildings and Sites Policy (DRAFT 5/13/2010)

Subject: Physical Plant

Policy: Heritage Buildings and Sites Policy

Revised: May 15, 2010

Origin Date: May 15, 2010

Review Date: Five (5) years from Revised Date above

Sponsor: University Facilities Planning Board (UFPB)

Introduction and Purpose:

All MSU facilities are owned by the State of Montana and MSU. The facilities operations departments; Facilities Planning, Design & Construction (FPDC) and Facilities Services (FS) are charged with operating, maintaining and preserving the value of MSU's physical facilities for the benefit of the State and MSU, which includes preservation and adaptive reuse of historically significant properties. MSU acknowledges that historically significant properties of the MSU campus are recognizable icons of the campus and living connections to the state's heritage. The historically significant properties contribute to the embodiment of the ideas, values and vision of those who shaped the University. They help define a sense of place and are essential to alumni development, student recruitment, and the University's public image. MSU is committed to sensible adaptive re-use and renovation in order to preserve heritage value and ensure their continued contribution to the campus aesthetics, founding principles and ongoing mission.

Definitions:

Historically Significant Properties refers to any district, building, structure, landscape, sites, or object designated as such by the University Facilities Planning Board to be of significant in the history, architecture, archaeology, or culture of the University.

Heritage Property refers to a designation bestowed on said property in accordance with State and/or Board of Regents (BOR) policy.

Registered Property refers to registration of said property on the National Register of Historic Places.

National Register refers to properties registered and/or designated by the Secretary of Interior or State Historic Preservation Office as worthy of preservation because of national, state or local significance.

Adaptive re-use refers to a rehabilitative process of returning a property (building, structure, landscape, or site) to a state of utility through repair or alteration, which makes possible an efficient contemporary (institutional) use while preserving those portions and features of the property which are significant to its historic, architectural, and cultural values.

Preservation refers not only to the preservation in place of a property or other cultural resources, but also to the preservation of information about that resource

Montana Antiquities Act (as amended) refers to the responsibilities of the State Historic Preservation Office (SHPO) and other state agencies regarding historic and prehistoric sites including buildings, structures and paleontological or archeological sites on state owned lands.

State Historic Preservation Office (SHPO) is the state office designated by the Governor to administer the State historic preservation program pursuant to state legislation.

Policy:

The MSU Heritage Plan expresses the University's commitment of stewardship regarding the preservation of historically significant properties and promotes the development of standards to adaptively re-use, preserve, and protect such properties and facilitate restoration and rehabilitation to serve the University mission. Prior to the removal, demolition, or substantial alteration of any historically significant property owned by Montana State University and MAES, the entity planning such removal, demolition, or substantial alteration shall comply with the provisions of this policy.

Montana State University shall comply with the provisions of the Montana Antiquities Act as amended (MCA 22-3-421 through 22-3-442) and the Board of Regents Heritage Properties policy (1003.5 and 1003.6).

MSU's Historically significant properties will be continuously preserved and maintained to present a positive appearance to alumni, visitors, students, and the public, and to protect the enduring value of the properties. Removal of or major alteration to any historically significant properties designated or determined to be of historic significance, designated as a Heritage Property or listed on the National Register must be recommended by the University Facilities Planning Board and approved by the University President and/or appropriate governing agency when applicable.

Procedures:

The University will document historic or potentially historic properties consistent with the Montana Antiquities Act and BOR policies in a professionally competent and responsible manner and in consultation with the SHPO prior to implementing significant modifications or alterations.

Nomination of potential historic, archaeological, cultural and architectural properties and resources owned or controlled by MSU for Federal designation (National Register of Historic Places) and/or State designation (Heritage Property), shall be recommended by the UFPB to the President of Montana State University for approval. Nominations of historically significant property shall comply with BOR policy 1003.5 and other applicable state and federal statutes. The President, in making the determination, may consult with the University Staff, Faculty, and other resources as needed.

The University will consider national and state recognized historic preservation principles and guidelines (i.e. Secretary of Interior's Standards for Preservation) when implementing adaptive re-use or reuse of historically significant properties, Heritage Properties, or Registered Properties under ownership and control of the University in the planning and implementation of projects when possible and feasible.

The Facilities Planning Design and Construction is responsible for coordinating University activities and projects with the SHPO and the state Architecture & Engineering Division as necessary or appropriate, and will be supported in these efforts by Facilities Services staff and UFPB.

The University Facilities Planning Board is responsible for overseeing compliance with the above policy guidelines and all applicable regulations of the BOR and State.

Internal Control:

Facilities Planning Design and Construction in conjunction with the UFPB will be responsible for the identification and inventory of the University's historically significant properties.

UFPB shall make recommendations to the MSU President with respect to monitoring historically significant properties and resources for rehabilitation, adaptive re-use, conservation, restoration, maintenance, interpretation, energy and operational efficiency, sustainability, and related ADA (Americans with Disabilities Act) compliance.

UFPB shall act as the advising body for the appropriate administrator(s) on matters concerning University buildings listed on the State Register of Cultural Properties and the National Register of Historic Places.

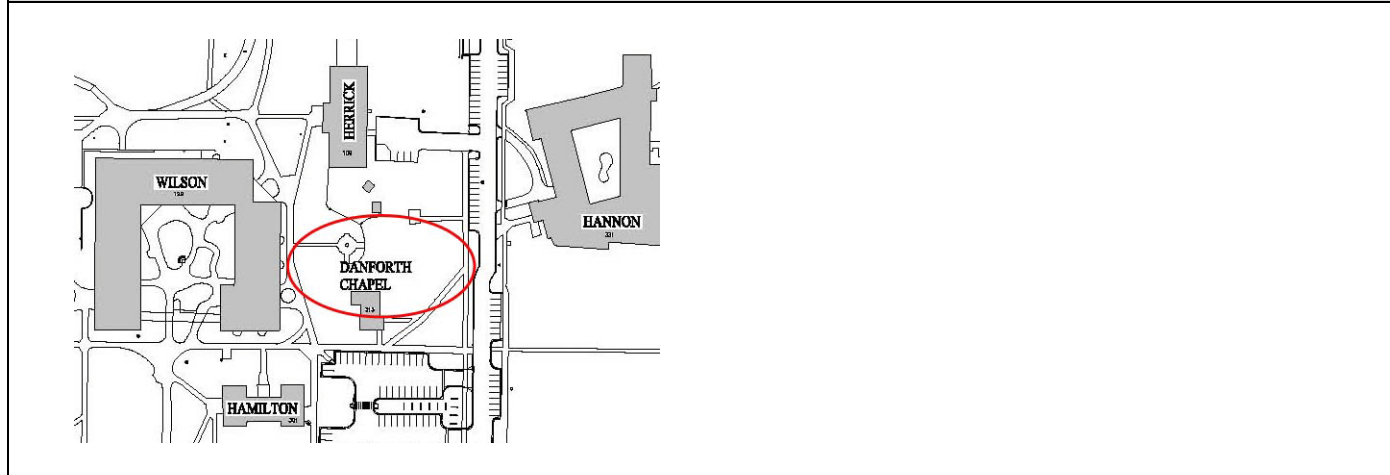
ITEM #3 Consent	Update on Danforth Park/Iris Garden Project
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PRESENTERS:

Candace Mastel, Assistant Planner

PROJECT PHASE:	PLANNING	X	SCHEMATIC	DESIGN DOCUMENTS	CONSTRUCTION DOCUMENTS
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VICINITY MAP:



STAFF COMMENTS:

On May 25, 2010, UFPB recommended approval of the redesign of Danforth Park/Iris Garden, as presented with some modifications, including the addition in the first phase of an accessible path to the park and the withdrawal of the amphitheatre concept. On June 14th President Cruzado signed the letter of recommendation of approval. An excerpt from the May 25th UFPB meeting notes are provided below in the “Appendix” section.

During the last month, there have been discussions between the student group, *The Students for Danforth Park*, Facilities Planning, and Facilities Services. It was decided that the campus would be well served if Facilities takes more of a leading role in the rejuvenation of this park space, both with directional as well as funding support. Representatives from Facilities met with the student group to discuss options for collaborating on the work in order to bring the realized redesign and rejuvenation to fruition.

MSU’s Facilities has decided to take on the bulk of the larger design elements in the form of funding tree pruning and removal, the construction of the hardscape elements, accessible walks, and benches. *The Students for Danforth Park* will work cooperatively with Facilities Planning and Facilities Services to provide funding and design assistance for the lighting, the central sculpture piece, the planting materials, interpretive signage, and annual maintenance activities.

It has been determined that the accessible path may have to be designed to orient from a different direction and that the orientation of the park may be slightly turned to allow access from this new point. In

addition, the park will not have a “through” walkway but will be a destination park that terminates in the pavement and seating area that will eventually grace the same location as the existing circle of stone. The benches will be the campus standard, manufactured by Victor Stanley.

Final design of the space and selection of materials and furnishings will take place during summer, fall and winter of 2010. Phase 1 of construction, which includes tree and shrub pruning and removal and site demo, is planned for starting in the fall of 2010. Phase 2 of construction is planned for spring and summer of 2011.

Appendix:

ITEM No. 4 – Recommendation – Iris Garden and Danforth Park Re-Design

Candace Mastel requested the board recommend approval to implement the Iris Garden and Danforth Park Re-Design with flexibility regarding plant material and bench design. This project came before UFPB informally on August 18, 2009. Jill Davis, Alta Howells, and Errol Schumann gave background information and addressed their hope that the first phase of the project will have a ripple effect by the community and future students to cherish the space and take care of it as the first students did. The Students for Danforth Park has been working since August 2009 to secure a final design and funding for implementing Phase One of the renovations. This phase focuses on the following:

1. New bench and prune existing landscape, new signage
2. A re-visioning of the landscape with lighting and sundial
3. Create an informal amphitheater sitting space east of Iris Garden
4. Extend the path toward the east

Discussion opened with questions regarding the new sidewalk on the east side, seating material and design, the sun dial, size of the garden and ADA accessibility. Brenda York said the garden needs to be accessible to all students and varied mobility. Susan Agre-Kippenhan stated that it would be good to have a sense of the phases, as in the order of things that are being done as funding is acquired, and whether ADA accessible pathways are a high priority or not. It was noted that the polymer sand fill around the separated stones would make the path as accessible to wheel chairs as a cobblestone street, but the west entrance is still too steep for ADA current standards. Rather than approve individual phases, Walt Banziger suggested a proposal for the entire design, and the Students for Danforth Park would work internally with FS and FPDC on the phasing, design of elements, and bring things large in scope back to UFPB or to the Executive Committee. Robert Lashaway pointed out that Victor Stanley is the contemporary standard for benches and UFPB should keep that in mind instead of going in the direction of teak benches. However, an argument could be that this place is unique and historic so that it could have a different type of bench. It was suggested that the circular concept was agreeable to all including UFPB, but not the materials (metal vs. wood seating), which the Students for Danforth Park will have to work out with Facilities. Jeff Butler suggested tabling the amphitheater, because it would delay any action possible for the Iris Garden at this meeting.

The Students for Danforth Park stated they would like to proceed with the first phase by removing the overgrowth, revisiting the bench design, re-landscaping, and possibly signage and lighting.

Jeff Butler made the motion to move to approve the Iris Garden concept design with the condition that the details of the design would include FS and FPDC coordination with their approvals and input; that the amphitheater is excluded from this approval; and at some point a plan would be given back to the UFPB regarding the phases and show the handicapped accessible pathway as a priority. Tom Stump seconded the motion; it was approved with the following vote:

Yes: 16, including the proxy votes of Kurt Blunck, Ritchie Boyd, Allyson Bristol, Mike Everts, Jim Rimpau, and Jim Thull

Abstain: 1 – Brenda York

COMPLIANCE:	YES	NO
MSU POLICIES	X	
COMMITTEE OR APPROPRIATE REVIEW	X	
MASTER PLAN	X	

BOARD ACTION REQUIRED:

Consent agenda item. For information/discussion only.

RECOMMENDATION OUTCOME:



UNIVERSITY FACILITIES PLANNING BOARD

July 20, 2010

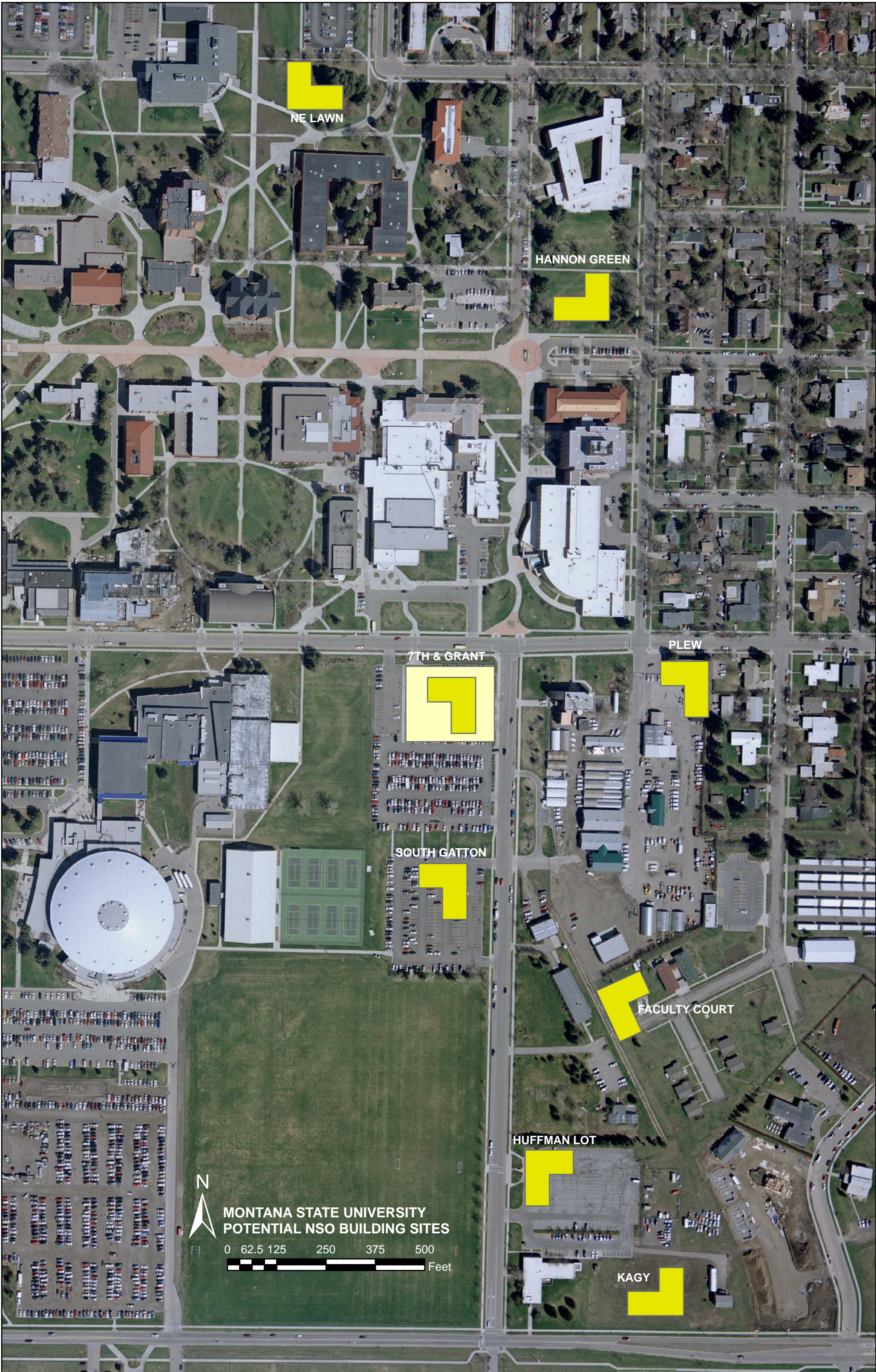
ITEM # 4		Informational - National Solar Observatory Proposal.				
PRESENTERS:						
Presenters – Walter Banziger – Director Dana Longcope - Physics						
PROJECT PHASE:	PLANNING	X	SCHEMATIC	DESIGN DOCUMENTS	CONSTRUCTION DOCUMENTS	
VICINITY MAP:						
See attached for map for site options.						
STAFF COMMENTS:						
<p>The National Solar Observatory (NSO) in association with the Association of Universities for Research in Astronomy (AURA) are seeking to partner with a host institution to consolidate its directorate operations currently located in New Mexico and Arizona into a single facility. MSU Physics Department has received approval from the President and the VP of Research to enter a competitive proposal which demonstrates MSU’s ability to support both the NSO research operations and foster recruitment and development of solar education.</p> <p>The facility is expected to be approximately 40,000 SF and house administrative and research personnel offices, several research/instrumentation labs, optics labs, conference/meeting space, data center and other misc space in support of the NSO operations. In addition the concept in development would propose to offer shared classroom space, faculty space, as well as TA/GA space to facilitate partnership between the university and the NSO operations and promote development of education programs.</p> <p>Construction budget is anticipated to be \$12.5M to \$15M range depending on development of final program needs. The successful institution would be expected to have a facility on line by 2016 or 2017.</p> <p>The final proposals are due by December 2010. FPDC is currently assisting Physics with development of the building program, cost estimates, and funding options. In addition the proposal shall include a preferred NSO site location. The attached map outlines potential sites for discussion. Final selection of the preferred site would be brought to UFPB in mid to late August so as to facilitate development of more precise cost estimates and architectural drawings which will be included in the final submission to AURA and NSO.</p>						
COMPLIANCE:					YES	NO
MSU POLICIES					X	
COMMITTEE OR APPROPRIATE REVIEW						
MASTER PLAN					X	
BOARD ACTION REQUIRED:						
Informative presentation and discussion regarding the proposed site location options						
RECOMMENDATION OUTCOME:					Donna to add after the meeting	

HUFFINE
ENTERPRISE
ZONE

GARFIELD STREET

N
MONTANA STATE UNIVERSITY
POTENTIAL NSO BUILDING SITES - WEST CAMPUS
0 62.5 125 250 375 500
Feet





NE LAWN

HANNON GREEN

7TH & GRANT

PLEW

SOUTH GATTON

FACULTY COURT

HUFFMAN LOT

KAGY



MONTANA STATE UNIVERSITY
POTENTIAL NSO BUILDING SITES

0 62.5 125 250 375 500
Feet



UNIVERSITY FACILITIES PLANNING BOARD

July 20, 2010

ITEM # 4		PTAC's proposed <u>Design/Construction Guidelines – Parking Lots</u> - Continued from June 8, 2010			
PRESENTERS:					
Bob Lashaway, AVP University Services and Kurt Blunck, Mgr, Parking Services					
PROJECT PHASE:	PLANNING	SCHEMATIC	DESIGN DOCUMENTS	CONSTRUCTION DOCUMENTS	
VICINITY MAP:					
Go to http://www.facilities.montana.edu/pdc/planning/files/CurrentConstructionMap.pdf to view current Staging Map.					
STAFF COMMENTS:					
<p>On May 26, 2010 the UFPB Parking & Transportation Advisory Committee (PTAC) unanimously approved an initial draft of guidelines for parking facilities, which begins with construction staging in parking lots. The document includes background information on the MSU Parking Enterprise operation and considerations for both temporary uses of parking facilities and permanently displacing parking with a new building.</p> <p>Since 2007, campus parking lots have been increasingly used as construction staging areas. This shift away from using green open spaces for staging and concentrating instead on parking lots followed a cost comparison analysis of the aesthetic and monetary restoration costs in which using green open spaces cost more. On July 10, 2007 the UFPB supported the shift towards using parking areas for staging and since then, FS and FPDC work with Parking Services to identify parking lots for potential staging areas (and only use green open spaces when absolutely necessary). With the increased use of parking lots for staging, PTAC felt it necessary to promulgate guidelines.</p> <p>If approved by UFPB, the <u>Design/Construction Guidelines – Parking Lots</u> will be effective immediately and incorporated in the MSU Design Guidelines and Construction Standards currently being developed.</p> <p>The draft Guidelines for your consideration are as follows:</p>					
<u>Design/Construction Guidelines – Construction Staging on Parking Lots</u>				<u>July, 2010</u>	
1. Background					
The <i>appearance</i> of our campus is a value asset/resource. It is important to minimize the negative impacts of construction projects on streets, service areas, campus landscaping and daily campus functions in order to preserve the tranquility that is essential to maintain a successful academic environment. The purpose of these					

guidelines is to accommodate construction projects and the required staging activities within acceptable visual, operational and economical limitations.

University System parking operations are required by state statute to function as independent, non-state funded, self-sustaining business entities. All costs associated with the development, management, operations, and maintenance of the Parking Enterprise and parking facilities must be covered by revenue generated through user *fees* and enforcement *fin*es. We are prohibited from using either state appropriated funding or student tuition to support parking facilities or operations.

Parking *fees* are charged to legitimate users and customers of the parking system (faculty, staff, students, visitors). *Fees* include revenue from permits and the MSU pay lot. *Fees* are tied to capital improvement reserves, maintenance of existing assets, planning activities, and purchased services (e.g., snow removal, cleaning, etc). Therefore, the capital investment in exiting parking assets made by parking customers must be preserved and protected.

2. Construction Staging in Parking Lots

The University has determined that construction staging areas in general negatively impact the areas/surfaces upon which they are placed – regardless of duration – and that the negative impacts have associated repair/restoration costs (UPFB July, 2007). It has also been determined that the restoration costs associated with locating construction staging areas on landscaped surfaces are greater than the costs associated with staging on parking surfaces. Therefore, it is generally preferable for construction staging areas to be located on hard surfaces, such as parking areas, than on open spaces or landscaped areas.

A. General:

- i. Use of parking lots for construction staging areas shall be coordinated with and at the approval of the Manager of Parking Services. Coordination should begin as early in the project process as possible in order to minimize impacts to parking assets and parking customers, and to identify and account for project budget impacts early in the process.
- ii. Any changes in approved staging parameters must be coordinated with and at the approval of the Manager of Parking Services.
- iii. Since each parking space represents an individual annual revenue source, and any loss of revenue negatively impacts the future costs to all parking customers, the construction/building project budget must pay the parking account the cost of an annual permit (S/B average - or less if staging on less than S/B parking area), prorated to the actual months used for staging. [*Even though general parking is “over-sold” by a factor of ~1.36 due to diversity of use on an annual basis, construction staging uses will only be charged at a 1-for-1 rate.*]
- iv. Staging areas should be sized for the minimum possible area and duration required for the project at hand. In selecting/proposing construction staging locations, also consider that since the parking lots are constructed and maintained by fees paid by the users and competition for prime, convenient parking spaces is intense, even short-term use for construction staging can be perceived by parking customers as a significant and unjust inconvenience.
- v. Staging areas must be fenced and secured to prohibit the dangers of the public walking through a staging area. Staging areas shall have danger/warning signs that include the contractor’s name and contact information. Use weighted fence posts that do not penetrate the parking surface. If any surface penetrations are required they must be approved by the Manager of Parking Services and the MSU Project Manager and utility locates must be performed prior to making any approved penetrations.

B. Use:

- i. Staging areas should be monitored by the MSU Project manager throughout the construction

- project to assure appropriate use and the earliest possible release/return of the area to general parking use.
- ii. Staging areas are provided for storage of *non-hazardous construction materials, equipment, trailers and work vehicles being actively used for the construction project* – NOT for long-term storage of unused or infrequently used equipment or for parking personal transportation vehicles of construction personnel. All contractors and their employees shall abide by MSU's Parking Regulations including purchasing parking permits and registering their vehicles.
 - iii. Any temporary utilities hookups required (e.g., additional lighting, water, etc.), including removal at the end of the staging period, must be paid at project expense.
 - iv. Haul routes from the staging area to the project site to be used by the contractor shall be delineated on the project drawings, marked on the site and maintained at regular intervals in clean, safe condition by the contractor. Construction traffic shall be confined to the designated haul routes.
 - v. Do not store petroleum products or caustic/volatile materials anywhere in staging areas located on parking lots. Tracked vehicles are not allowed to be used in staging areas located on parking lots. Do not store site materials, loose gravel, dirt or demolished materials such as masonry, roofing, etc., in staging areas located on parking lots.
 - vi. Contract shall report any inadvertent spills of vehicle fluids, fuels, etc., immediately to the MSU Project Manager and follow clean up procedures as prescribed by MSU Safety & Risk Management, Hazardous Materials Section.

C. Maintenance & Final Clean Up:




- i. Contractor shall maintain existing paving in staging areas to prevent accumulated damage throughout the use period by promptly repairing breaks, holes, low areas and other damage to maintain paving and drainage in original condition. Contractor shall keep trash and debris picked up throughout the use period.
- ii. Protect parking surface from damage by storing any heavy objects on appropriately sized pallets.
- iii. At the end of staging area use, return all staging areas and haul routes to original condition. This includes but is not limited to:
 - a. Remove all materials and sweep surface of staging areas, approaches and haul routes to clean condition.
 - b. Remove any fence posts or similar appurtenances.
 - c. Repair any damage to depth required to assure structural strength and surface continuity with original adjacent lot conditions.
 - d. Repair any damage to signage, lighting, landscape elements, sprinklers, etc.
 - e. Repair any damage to haul routes and approaches to original condition.
- iv. Re-striping of parking spaces will be scheduled and completed by MSU on the regular maintenance cycle at the expense of Parking Services.
- v. Final acceptance of restored parking area is subject to inspection and approval of the MSU Project Manager and the MSU Manager of Parking Services.

3. Parking Permanently Displaced by a Building Project




















As noted above, the construction and maintenance of existing parking facilities has been paid for by the legitimate users of the parking system with the expectation that their investment will be preserved for their continued use throughout the life time of their investment – in most cases at least 45 years. Therefore, if a building project (including but not limited to buildings, landscaping, service areas, plazas, etc.) permanently displaces existing parking, the project budget must pay the parking account the estimated cost equal to the full current replacement value of the area and number of parking spaces being

displaced - without discount relative to depreciation or condition. The parking enterprise will determine how, when, where and if the displaced parking is to be replaced in the future.

COMPLIANCE:	YES	NO
MSU POLICIES	X	
COMMITTEE OR APPROPRIATE REVIEW	X	
MASTER PLAN	X	
BOARD ACTION REQUIRED:		
Recommend approval of Design/Construction Guidelines - Parking Lots as proposed.		
RECOMMENDATION OUTCOME:		

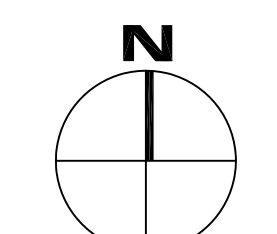
SYMBOL KEY	SYMBOL DESCRIPTION
	Building Construction / Renovation
	Staging area access
	Gaines Hall Renovation, temp classrooms, labs and chem stores

Note 1: The Gaines Hall project necessitates the relocation of academic facilities to two modular classroom units, which are located just north of the Chemistry and Biochemistry Building. This is denoted by the asterisk. In addition, relocated temporary chemical storage units are installed in the service area on the northwest side of the Chemistry and Biochemistry Building. Additional classrooms will be used in the Optec area in the Faculty Court. Contact Project Manager Karen Hedglin for more information.

PROJECT KEY	PROJECT DESCRIPTION	PROJECT MGR	STAGING KEY	START DATE	FINISH DATE	NOTES
	Animal Bioscience Facility	D. Drews	A	08/04/08	07/30/10	Under construction
	Hamilton Hall Renovation	D. Drews	D	04/06/09	06/30/10	-
	Plew Re-roof	B. Mackin	B	-	-	On hold until Spring 2010
	Gaines Hall Renovation (I)	K. Hedglin	E, G & H	03/01/08	08/01/10	Under construction
	South 19th Avenue Expansion (MDT)	B. Mackin	F	07/01/08	07/01/10	MDT project, College Street to Kagy Blvd.
	College to Huffine Path (CTEP)	C. Mastel		04/01/09	12/01/10	MDT / COB project
	AJM Johnson ITC Data Center	D. Drews	I	05/01/10	12/30/10	Renovation
	Parking Maintenance Projects (Various Locations)	D. Drews	-	05/25/10	08/20/10	Hamilton, New Gatton, South Hedges, Greenhouse, S 7th & Harrison lots
	Wilson Energy Improvements	D. Drews	K	05/25/10	01/31/11	-
	Cobleigh Energy Improvements	G. Thompson	C	05/12/10	09/15/10	-
	EPS Energy Improvements	G. Thompson	L	05/12/10	09/15/10	-
	SUB Energy Improvements	B. Mackin	J	05/12/10	09/15/10	-
	Grounds Chemical Storage Building	G. Thompson	-	09/22/09	07/12/10	-
	Zero Energy House	G. Thompson	-	04/20/09	09/01/10	1223, 1225 Gopher Court
	Viscom Window Replacement	B. Mackin	N	05/10/10	08/10/10	On hold until Spring 2010
	Masonry Repair Projects	K. Hedglin	M, O	04/01/10	10/01/10	Linfield, Lewis, Traphagen & Montana Halls
	Koch & Story Tower Elevators	K. Hedglin	-	02/01/10	04/15/10	-
	Town & Country Foods	C. Perlinski	-	Spring 09	Summer 10	Non-university project adjacent to campus
	College & 11th Round-about	V. Drummond	-	-	Summer 12	Non-university project, City of Bozeman reviewing project

Construction and Staging Map - Spring / Summer 2010

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Not to Scale

Note: This map is continuously being updated. The map posted to the web may not be the most current version. Please contact FPDC for updates or questions.

<http://www.facilities.montana.edu/pdc/planning/files/CurrentConstructionMap.pdf>