

Session 10-04 A Regular Meeting of the City Hall Renovation and Expansion Task Force was called to order at 5:05 pm on November 1, 2010 by Chair Rick Abboud in the Mayor's Conference Room – Upstairs at City Hall located at 491 E. Pioneer Avenue, Homer, Alaska.

PRESENT: JO JOHNSON, CITY CLERK; RICK ABOUD, CITY PLANNER AND
REGINA HARVILLE, FINANCE DIRECTOR
COUNCILMEMBERS BETH WYTHE, FRANCIE ROBERTS

ABSENT: COUNCILMEMBER KEVIN HOGAN (EXCUSED)

STAFF: CITY MANAGER WREDE
PUBLIC WORKS DIRECTOR CAREY MEYER
DEPUTY CITY CLERK KRAUSE

APPROVAL OF THE AGENDA

Chair Abboud requested a motion to approve the agenda.

ROBERTS/HARVILLE – MOVED TO APPROVE THE AGENDA AS PRESENTED.

There was no discussion.

The agenda was approved by consensus.

PUBLIC COMMENT REGARDING ITEMS ON THE AGENDA *(3 Minute Time Limit)*

There were no public comments.

RECONSIDERATION

There were no items for reconsideration.

APPROVAL OF MINUTES

A. Meeting Minutes for the Regular Meeting October 4, 2010

JOHNSON/ROBERTS - MOVED TO APPROVE THE REGULAR MEETING MINUTES AS WRITTEN.

There was no discussion.

The minutes were approved by consensus.

VISITORS

There were no visitors scheduled.

STAFF & COUNCIL REPORT / COMMITTEE REPORTS / BOROUGH REPORTS

(Chair set time limit not to exceed 5 minutes)

City Manager Wrede did not have a written report to present. He was available to address any questions the Task Force had at this time.

PUBLIC HEARING *(3 minute time limit)*

There were no items for public hearing.

PENDING BUSINESS

A. Departmental Review of Space Needs Study

Ms. Roberts questioned the status of the UAA Report being a public document or proprietary. Mr. Wrede explained that the information received in the report was given to the City by UAA to use as it was needed. This was included in the Addendum by Mr. Meyer.

Chair Abboud questioned if this item needed to be carried over to the next agenda. Ms. Roberts questioned whether it should be kept on the agenda under pending business to be used in rating the proposals. Discussion ensued that including the document as part of Addendum 1 removed the necessity of keeping it on the agenda.

There was no further discussion.

NEW BUSINESS

A. Review of the Request for Proposal Selection and Evaluation Criteria

Chair Abboud introduced the agenda item. He noted that if it was determined any changes were needed that they be done now so an addendum can be issued to reflect those changes early in the procedure.

WYTHE/ROBERTS – MOVED TO BRING THE RFP TO THE FLOOR FOR DISCUSSION.

Ms. Harville questioned the scheduling of interviews through the holidays and if it was good for the task force members. Ms. Roberts agreed that the scheduling over the holiday with the interviews would not work well. City Manager Wrede noted that it was a tentative scheduled to give the proposers an idea. Chair Abboud noted that during a recent conversation Mr. Meyer did state that if after the first review there was a company heads and tails above the rest that the interview process could be eliminated.

The members reviewed the interview schedule.

WYTHE/JOHNSON – MOVED TO AMEND THE INTERVIEW DATES TO DECEMBER 13-17, 2010.

There was no discussion.

VOTE. YES. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

Chair Abboud commented that his top concern was the Section 10.1, Ability and Qualifications of a firm. Ms. Roberts asked the difference in Section 10.2 and 10.3. She questioned the method to scoring based on completing a GC/CM project and remodeling. Discussion ensued on the scoring of the proposals and how to delineate between the proposers. Mr. Meyer explained how it was conducted in the past where each member of the Selection Committee scored differently. Mr. Wrede recommended that the body make a decision on what method to apply for scoring at this meeting. Further discussion on which method to use occurred and how the scoring would be done. The evaluation committee will be the members of the Task Force. City Manager Wrede felt that it was outlined in the Resolution that created this Task Force. Chair Abboud requested a motion.

ROBERTS/WYTHE – MOVED THAT EACH INDIVIDUAL ON THE EVALUATION COMMITTEE SCORE THE APPLICATIONS OF EACH APPLICANT BASED ON THE POINT SYSTEM DELINEATED IN SECTION 10.0, EVALUATION CRITERIA, USING THOSE POINTS TO RANK THE APPLICANTS, WITH THE HIGHEST OVERALL NUMBER REFLECTING THE HIGHEST SCORE.

There was no discussion.

VOTE. YES. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

There was no further discussion.

B. Discussion on Section 3.2, Selection of the GC/CM Timeline and Meeting Schedule

Discussion continued on when in the process that City Council will approve; the scoring for the submitted proposals; receipt of the proposals to the committee by the first of December for review and scoring; approval from Council in January; whether an ordinance is required to appropriate additional funding under the new project; approval by Council of the preconstruction work plan and fee would then direct the City Manager to enter into contract with the proposer; clarification on local bidders preference cannot be applied to this project due to funding for the project; a firm utilizing all local vendors can be scored higher.

Chair Abboud requested a motion to adjust the regular meeting schedule for the task force.

WYTHE/ROBERTS - MOVED TO SCHEDULE THE NEXT MEETING TO DECEMBER 6, 2010.

There was no discussion.

The motion was approved by consensus of the task force.

There was a brief confab on distributing the proposals to the task force and scoring results to be emailed to Deputy City Clerk Krause for processing and distribution at the December 6, 2010 meeting no later than 3:00 p.m.

There was no further discussion.

INFORMATIONAL MATERIALS

A. Request for Proposal Document, Advertisement and Addendum Issued

There was no discussion on the informational materials.

COMMENTS OF THE AUDIENCE

There were no comments from the audience.

COMMENTS OF THE CITY STAFF

There was no comments from the staff.

COMMENTS OF THE CHAIR

There was no comments from the chair.

COMMENTS OF THE TASK FORCE

There were no comments from the members of the task force.

ADJOURN

There being no further business before the City Hall Renovation and Expansion Task Force Chair Abboud adjourned the meeting at 5:45 p.m. The next regular meeting is scheduled for 5:00 p.m. on December 6, 2010 at City Hall, Cowles Council Chambers, 491 E. Pioneer Avenue, Homer, Alaska.

Renee Krause, Deputy City Clerk I

Approved: _____