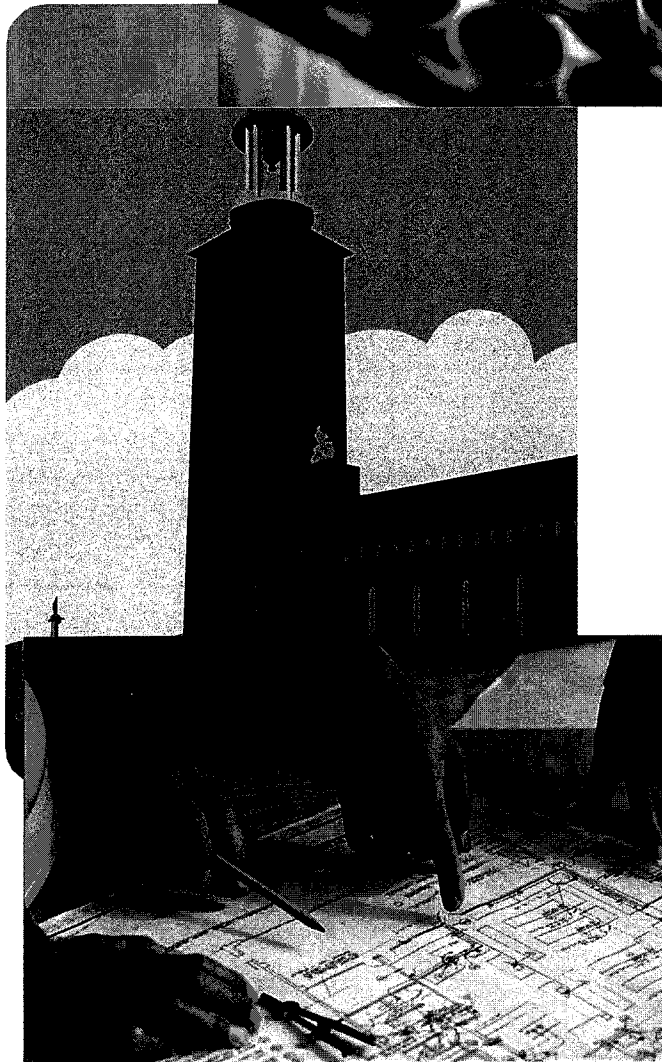
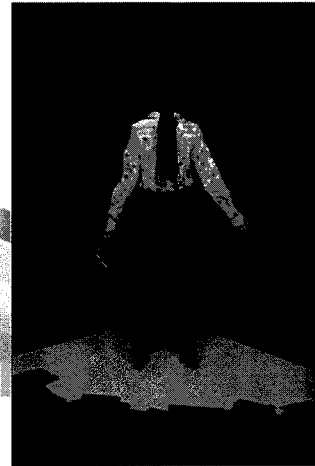
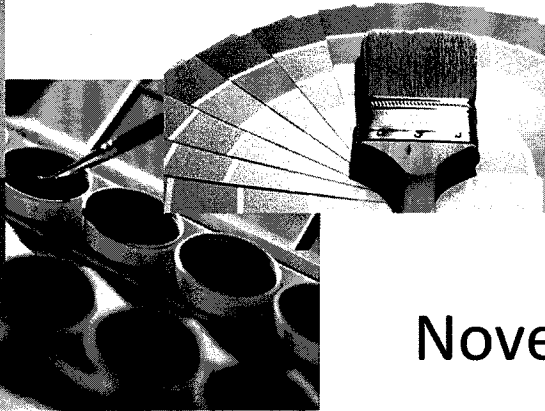


City Hall Renovation and Expansion Project 1% for the Arts Selection Committee



November 16, 2011
Wednesday
Regular Meeting
1:00 P.M.

Cowles Council Chambers
City Hall
491 E. Pioneer Avenue
Homer, Alaska



**MEETING NOTICE
REGULAR MEETING**

- 1. CALL TO ORDER**
- 2. AGENDA APPROVAL**
- 3. APPROVAL OF THE MINUTES**
(Minutes are only approved during regular meetings.)
 - A. Regular Meeting Minutes for September 6, 2011 Page 5
- 4. PUBLIC COMMENTS UPON MATTERS ALREADY ON THE AGENDA**
- 5. RECONSIDERATION**
- 6. VISITORS**
- 7. STAFF & COUNCIL REPORTS/COMMITTEE REPORTS/COMMISSION REPORTS**
- 8. PUBLIC HEARINGS**
- 5. PENDING BUSINESS**
- 10. NEW BUSINESS**
 - A. **MEMORANDUM** REQUEST FOR EXECUTIVE SESSION PURSUANT TO A§44.62.310 (C)(2 &3), SUBJECTS THAT TEND TO PREJUDICE THE REPUTATION AND CHARACTER OF ANY PERSON, PROVIDED THE PERSON MAY REQUEST A PUBLIC DISCUSSION AND MATTERS, WHICH BY LAW, MUNICIPAL CHARTER, OR ORDINANCES ARE REQUIRED TO BE CONFIDENTIAL. (REVIEW AND EVALUATION OF SUBMITTED PROPOSALS) Page 9
- 11. INFORMATIONAL MATERIALS**
- 12. COMMENTS OF THE AUDIENCE**
- 13. COMMENTS OF THE CITY STAFF** *(If present)*
- 14. COMMENTS OF THE COMMITTEE**
- 15. ADJOURNMENT/NEXT REGULAR MEETING IS SCHEDULED FOR _____, 2011 AT _____ P.M.** All meetings scheduled to be held in the Homer City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.

Session 11-02 A Regular Meeting of the 1% for the Arts Art Selection Committee was called to order at 1:02 pm on September 6, 2011 by Chair Michele Miller at City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.

PRESENT: TODD STEINER, STEINER'S NORTH STAR CONSTRUCTION, INC. AS DESIGN REPRESENTATIVE; ANN MARIE HOLEN, SPECIAL PROJECTS COORDINATOR AS BUILDING DIRECTOR'S DESIGNATED REPRESENTATIVE; RICK ABBOD, CITY PLANNER REPRESENTING THE DEPARTMENTS; MICHELE MILLER, PUBLIC ARTS COMMITTEE REPRESENTATIVE; BRIANNA ALLEN, ARTIST AT LARGE

STAFF: RENEE KRAUSE, CMC, DEPUTY CITY CLERK

APPROVAL OF THE AGENDA

Chair Miller requested a motion to approve the agenda.

ALLEN/ABBOD – MOVED FOR APPROVAL OF THE AGENDA.

There was no discussion.

The agenda was approved by consensus of the committee.

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

There was no public present.

RECONSIDERATION

There were no items for reconsideration.

APPROVAL OF MINUTES

(Minutes are approved during regular meetings only)

HOLEN/ALLEN – MOVED TO APPROVE THE MINUTES AS PRESENTED.

There was no discussion.

The minutes were approved by consensus of the Committee.

VISITORS

There were no visitors scheduled.

STAFF & COUNCIL REPORT/COMMITTEE REPORTS/BOROUGH REPORTS

(Chair set time limit not to exceed 5 minutes)

There were no staff reports.

PUBLIC HEARING *(3 minute time limit)*

There were no items for public hearing scheduled.

PENDING BUSINESS

A. Review and Recommend Approval of the Draft Request for Proposals Advertisement

Chair Miller read the title into the record and inquired if the committee had any questions.

ABBOUD/STEINER – MOVED TO APPROVE THE DRAFT REQUEST FOR PROPOSALS ADVERTISEMENT.

Mr. Abboud questioned if they should include a site visit date in the advertisement. The clerk explained that she could make that amendment to the advertisement if the committee wanted it included. This was spoken about at the last meeting but no direction was clarified at the last meeting. The committee agreed on establishing a date of October 6, 2011 as site visit date.

HOLEN/ABBOUD - MOVE TO ADD TO THE ANTICIPATED PROJECT DATES LIST, SITE VISIT OCTOBER 6, 2011 AT 12:30 P.M.

There was no discussion.

VOTE. YES. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

ABBOUD/STEINER – MOVED TO APPROVE THE REQUEST FOR PROPOSAL ADVERTISEMENT AS AMENDED.

There was no further discussion.

VOTE. YES. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

B. Review and Recommend Approval of the Draft Request for Proposals Timeline

Chair Miller noted that the timeline as presented would be amended to reflect the changes just made to include the site visit. Ms. Holen concurred. Chair Miller requested a motion to approve the project timeline as amended.

ABBOUD/HOLEN – SO MOVED.

There was no discussion.

VOTE. YES. NON-OBEJCTION. UNANIMOUS CONSENT.

Motion carried.

C. Establishing the Committee Meeting Schedule

Chair Miller inquired that Staff is recommending two meeting dates for selecting a proposal. Ms. Krause explained that the dates were arbitrary and can change as required to accommodate personal schedules. Mr. Abboud noted that they changed the dates of the proposal earlier so the dates would be pushed back a week to the November 16, 2011. A brief clarification of all the date changes that should be made ensued. Ms. Krause explained that the latest meeting date for Council award is December 12, 2011 and the packet deadline is December 6, 2011 so all interviews must be completed and recommendation made by December 5, 2011.

HOLEN/ABBOUD - MOVED THAT THE COMMITTEE MEETING SCHEDULE BE ADOPTED AS PROPOSED.

There was no further discussion.

VOTE. YES. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

D. Approval of the Revised Draft Request for Proposals

Chair Miller stated that she was informed by Vice Chair Allen that she went through the revisions and that Ms. Krause did a great job.

Ms. Allen commented on inclusion of the final chart on page 41. She also noted that one site near the bridge was omitted. A brief discussion on the location ensued. It was noted that this could be remedied by adding #7 to the drawing. She also noted the scoring sheet on page 41 of the packet was not to be included in the documents.

Clarification was given on inclusion of the site visit as previously discussed would be included in the Request for Proposal document by Ms. Krause.

ABBOUD/HOLEN - MOVE TO APPROVE THE REQUEST FOR APPROVAL WITH THE REVISIONS AS DISCUSSED.

Ms. Krause clarified that a Scoring Sheet would not be included in the Request for Proposal documents and that it was separate item.

VOTE. YES. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

E. Review and Recommend Approval of the Request for Proposal Scoring Sheet

ABBOUD/STEINER – MOVED TO APPROVE THE RFP SCORING FORM.

Mr. Abboud was still unclear as to how the point system was to work in that there were twenty three questions listed and then there was at the top of the form, 0 through 40 points. He was not sure how you would get 100 points. It was a bit confusing on how they would use the scoring sheet. Ms. Krause explained that these questions were suggested as was the point values. She noted that it was up to the committee members to decide what questions they should review the proposals with and the committee could assign whatever point value they wanted to equal a number of their choosing. She noted that 100 points was arbitrary, the committee could select 20 points.

Mr. Abboud commented that it makes a difference in how a reviewer will score a proposal. He noted some of the questions may not be appropriate for every project. He further stated that he scores very straight forward treating all proposers the same. There would not be any empirical value placed on first, second or third. Chair Miller agreed and would like to see that they entertain a discussion on the top three selections.

Chair Miller noted they could use their own template if they chose. Ms. Krause responded that the recommended form is a standard that has been used on prior projects while not many, and the criterion was tailored to the individual project.

HOLEN/STEINER – MOVED TO CHANGE THE TERMINOLOGY OF THE REQUEST FOR PROPOSAL SCORING SHEET TO PROPOSAL EVALUATION FORM.

There was a brief discussion on the difference between Request for Proposal Scoring Sheet and evaluating the Proposals received from the Request for Proposals. Chair Miller opined that this motion should be more comprehensive that review and evaluation of the proposal is not based on a score, percentage or numerical order.

ALLEN/ABBOUD - MOVED THAT THIS FORM WILL BE USED PRIMARILY AS A GUIDE OR REFERENCE TO BASE A PLATFORM OF A COMMITTEE MEMBER'S ARGUMENT FOR OR AGAINST A PROPOSAL RECEIVED AND THAT THE CATEGORIES BE EXCELLENT, VERY GOOD, GOOD, FAIR AND NONE.

There was a brief discussion on the purpose of the name change for the form conveys the intent not to score the proposals received in response to the request for proposal.

VOTE. YES. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

NEW BUSINESS

There were no new business items on the agenda.

INFORMATIONAL MATERIALS

A. Homer Soil and Water Conservation District – Making Gardens to Hold Rain!?

Chair Miller introduced the item.

Ms. Krause explained that the Library Advisory Board was approached late last year about installing a rain garden on the Library property and since there was no funding available the Soil and Water Conservation folks were told to speak to the City Manager regarding this project. This was the information provided by them to the Library Advisory Board.

There was no discussion.

COMMENTS OF THE AUDIENCE

There were no members of the audience present.

COMMENTS OF THE CITY STAFF

There were no comments from city staff.

COMMENTS OF THE CHAIR

Chair Miller stated she spoke with Charlotte Fox with Alaska State Council on the Arts and Jocelyn Young with the City of Anchorage 1% for the Arts and they recommended a website to advertise the RFP, callforentries.org. She will work with Ms. Krause as she requires more tutorial to understand it.

COMMENTS OF THE COMMITTEE

Mr. Abboud, Mr. Steiner, Ms. Holen, and Ms. Allen had no comments.

ADJOURN

There being no further business before the Art Selection Committee Chair Miller adjourned the meeting at 1:25 p.m. The next Regular Meeting will on November 9, 2011 at 1:00 p.m. at City Hall, Cowles Council Chambers, 491 E. Pioneer Avenue, Homer, Alaska.

Renee Krause, CMC, Deputy City Clerk I

Approved: _____

Office of the City Clerk

Jo Johnson, CMC, City Clerk
Melissa Jacobsen, CMC, Deputy City Clerk II
Renee Krause, CMC, Deputy City Clerk I



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MEMORANDUM

TO: 1% FOR THE ARTS SELECTION COMMITTEE FOR CITY HALL

FROM: RENEE KRAUSE, CMC, DEPUTY CITY CLERK I

DATE: November 10, 2011

SUBJECT: REQUEST FOR EXECUTIVE SESSION PURSUANT TO AS §44.62.310(C)(2 &3), SUBJECTS THAT TEND TO PREJUDICE THE REPUTATION AND CHARACTER OF ANY PERSON, PROVIDED THE PERSON MAY REQUEST A PUBLIC DISCUSSION AND MATTERS, WHICH BY LAW, MUNICIPAL CHARTER, OR ORDINANCES ARE REQUIRED TO BE CONFIDENTIAL.
(REVIEW AND EVALUATION OF SUBMITTED PROPOSALS)

Pursuant to the City of Homer Procurement Policy and Procedures Manual and City of Homer Code Title 3.16 Procurements Section 3.16.110 Competitive Sealed Proposals – Negotiated Procurement, Paragraph D. Proposals, tabulations and evaluations thereof shall be open to public inspection only after the contract award.

RECOMMENDATION:

Approve the request for Executive Session and conduct immediately in the Council Chambers.

