

Session 11-01 A Regular Meeting of the City Hall Renovation and Expansion Task Force was called to order at 5:05 pm on January 17, 2011 by Chair Rick Abboud at City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.

PRESENT: JO JOHNSON, CITY CLERK, RICK ABOUD, CITY PLANNER; AND REGINA MAURAS, FINANCE DIRECTOR
COUNCILMEMBERS FRANCIE ROBERTS, BETH WYTHER, AND KEVIN HOGAN

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

APPROVAL OF THE AGENDA

Chair Abboud requested a motion to approve the agenda.

WYTHER/JOHNSON – SO MOVED.

There was no further discussion or comments.

The agenda was approved by consensus of the Task Force.

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

There were no public members present.

RECONSIDERATION

There were no items for reconsideration.

APPROVAL OF MINUTES

A. Meeting Minutes for the Regular Meeting December 20, 2010

JOHNSON/WYTHER - MOVED TO APPROVE THE REGULAR MEETING MINUTES AS PRESENTED.

There was no discussion.

The minutes were approved by consensus of the Task Force.

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 reports submitted.

PUBLIC HEARING *(3 minute time limit)*

There were no items for public hearing.

PENDING BUSINESS

There were no pending business items on the agenda.

NEW BUSINESS

A. Review of Fee Proposal and Recommendation to Council

Chair Abboud requested a motion to bring item to the floor for discussion.

WYTHE/ROBERTS - MOVED TO BRING REVIEW OF FEE PROPOSAL TO THE FLOOR FOR DISCUSSION.

There was no discussion.

Motion to discuss approved by consensus of the Task Force.

Ms. Wythe requested clarification on the final dollar amount for the project. If the final fee proposal and assumed general conditions costs was on top of the actual construction costs. Chair Abboud queried if this was a usual and customary charge and comparable to industry standards or not. He invited Mr. Meyer to add further comment and information on this item.

Public Works Director Meyer explained that this percentage fell in line with what he was expecting, around 10% to 15% of the costs and that this fee would be in the same range. This amount actually reflects the contractors profit and administrative office costs. He elaborated that Mr. Steiner and he attended a webinar about avoiding the pitfalls on this type of contract which explained and fully outlined how important it was to identify the actual costs included in the general conditions of the contract and what is normally included in the fee. It was very informative for both of them. Mr. Meyer further commented that last time this approach was attempted the project was much more difficult to define and there were multiple proposers going through at this level in the process. He stated he was comfortable with the Final Fee Proposal percentage as submitted.

Ensuing discussion included the total funds available and possible additional funding sources; the remaining funds distribution for the project would include all costs. It was noted that in the August 30, 2010 packet on page 21 a projected amount of \$1.872 was broken down and using this figure the amount is currently above by approximately \$100 thousand but there would be funds made available from the Energy Efficiency funds.

Chair Abboud requested a motion to accept the Fee Proposal and General Conditions if there were no further need for discussion.

WYTHE/ROBERTS - MOVED TO ACCEPT THE FEE PROPOSAL AND GENERAL CONDITIONS AND FORWARD THE RECOMMENDATION TO COUNCIL.

There was no further discussion.

The motion was approved by consensus of the Task Force.

B. What Next? Further Involvement in the Project

Chair Abboud requested a motion to discuss.

WYTHE/JOHNSON - SO MOVED.

There was no discussion.

The motion to bring to the floor for discussion was approved by consensus.

Ms. Johnson stated that the Task Force was scheduled to dissolve March 1, 2011 and she felt that their work is just beginning and that there should be a sounding board for the employees that work in this building. This would allow them a place to submit their ideas and concerns for the project. Ms. Roberts agreed and noted that the next deadline was to award the project, there was really nothing more on the calendar for the Task Force, but she concurred with Ms. Johnson that the Task Force should give input and represent the ideas of the people working in this building.

Mr. Wrede commented that the Task Force would be a great asset as a sounding board for the architect and point of comment and contact to have input for the project, not only the employees but the Public Arts Committee and the Public if any. He noted that it was brought to his attention that the Public Arts Committee wanted to offer ideas for public art to be incorporated into the architecture of the building itself similar to Library. He gave a possible brief schedule for input such as 10%, 35%, and 65% design. He believed it would be better to have ideas submitted to the design/construction team from this group. Public access points, flow, design where each department will be located, and the division of work space would need to be determined. He confirmed that this group's involvement through the design phase would be extremely beneficial up to the 65% or 95% design phase. Then it would fall to Mr. Meyer to ride point on the project.

Ms. Wythe expressed the desire that any cuts or changes to the project due to budget overruns that the people who lived in this building would have a say in those matters, not be notified after the fact. She stated that in the process of determining what to cut and what to keep, since Mr. Meyer is not a member of this building, he may not have a pertinent view of what is the appropriate thing to keep and the people of this building should be involved in that process with this building.

Mr. Wrede concurred up until the actual construction phase the staff and council would be involved especially if it would impact the public too.

Chair Abboud commented that he believed the group could play a role and he did not think they had to personally speak to everybody individually but could present summaries.

Mr. Hogan stated he was willing to devote more time to the Task Force and act as a sounding board and resource for the employees.

Ms. Roberts would like to have the Space Needs Study, both the modified and dream list, forwarded to Steiner's as soon as possible. She also did not feel that this group had much of a role until Steiner's could come before them a present an initial design idea with sketches, etc.

Mr. Hogan requested changing the regular meeting day to the same day as the council meetings due to his upcoming requirements to be out of town. He suggested they could meet before the committee of the whole meeting, like at 3:00 p.m.

Discussion determined that it would not be possible to meet the same day as council due to work schedule and prior meeting schedule commitments.

WYTHE/ROBERTS - MOVED TO SUBMIT A RECOMMENDATION TO CITY COUNCIL TO EXTEND THE TASK FORCE'S SERVICES THROUGH THE DESIGN PHASE OF THE PROJECT, ACT AS A SOUNDING BOARD AND REPRESENTATIVE FOR THE INTERESTS OF EMPLOYEES OF THIS BUILDING AND COUNCIL.

There was no discussion.

The motion was approved by consensus of the Task Force.

Further discussion on the scheduling of future meetings to meet with the architects and contractors ensued. The clerk's office can notify the members if a meeting is not required when determined by the Chair. Mr. Meyer in response to Ms. Wythe's inquiry on the first deliverables, asked how involved the Task Force wanted to be in the project and ensued to explain that there would be several teleconference calls and daily meetings to determine what the owner would like in the project in the beginning. Mr. Meyer stated he envisioned reporting to the task force at 10%, 35% and 65% design. He explained that the 10% design phase which would offer a cafeteria plan listing options and approximate costs. The new building would be easy the choices to be made would be more difficult in the revamp of the old building. The Task Force can assist in a more detailed scope of work. The Architect and Steiner's would be present at that meeting also. He further elaborated on some of the process to reach the benchmarks in the design phase. He then stated that the Department Heads should be involved all the way through the process. Mr. Meyer also stated that some meetings may require the presence of all interested parties such as the Public Arts, Electrical, Mechanical, Architect, Contractor, and Project Manager. Ms. Wythe expressed that however much time they put in or not put in will determine itself; as long as we know very clearly, upfront that all the documentation they have had so far, recommendations for the use of the increased square footage, are being passed forward so that they have good information when they are preparing for their 10% and as long as the people that have to live in this building really have the fairer size voice in making determinations up to an including the color of the carpet they have to walk on every day when they come to work in this building. It is important the council is informed on the progress but the more important issue is the voice of the people who work in this building is being heard. The consensus was to leave it set to the first and third Monday of the month.

WYTHE/ROBERTS - PROPOSE TO FORWARD TO STEINER'S ALL OF THE DOCUMENTATION THAT HAS BEEN OBTAINED REGARDING THE WANTS AND NEEDS LIST, USE OF SPACE AND THIS COMMITTEE BE PREPARED TO MEET AGAIN AT THE 10% LEVEL AND ANY OTHER SUBSTANTIAL, SPECIFIC QUESTIONS AT A MINIMUM THAT STAFF ON THIS TASK FORCE WOULD MEET AND HAVE INPUT ON THOSE.

Ms. Roberts brought up the input required from the arts group prior to sending to the Architect. Ms. Johnson stated that the public arts could be invited to attend the meeting at 35% to offer their input on what they would like to see incorporated into the building. Discussion on including a representative of the Public Arts Committee to attend the early meetings, 10-35% design phases to offer input would be valuable. Clarification on what was included and the rough division of allocations of funds at the 10% design. Mr. Meyer elaborated that there would be some determination as to what walls are where, space use...Mr. Meyer further explanation of typical events included in the stepped percentages of the design phase was inaudible as he did not use the microphone and the clerk did not detect this until too late. Comments from Mr. Hogan were inaudible.

The motion was approved by consensus of the Task Force.

Mr. Meyer stated that in order to hit the targeted schedule dates and could have the 10% design phase in three weeks. It was noted that this date fell in line with the regular schedule to meet the first and third Mondays. Ms. Wythe noted that it was preferred to have the contractor include some of the ideas they presented during their interview which was very well received by this Task Force. These were very specific recommendations with the construction of the new building that would substantially lower the costs to renovating this existing building.

There was no further discussion.

INFORMATIONAL MATERIALS

- A. Thank You Letters to Proposers dated December 27, 2010
- B. Proposal Evaluation Results and Request for Fee Proposal and General Conditions dated December 27, 2010 to Steiner's North Star Construction, Inc.
- C. Response Letter from Public Works Director Meyer to Steiner's North Star Construction, Inc. Re: Definition of Construction General Conditions dated January 6, 2011

There was no discussion on the informational materials.

COMMENTS OF THE AUDIENCE

There was no audience present at this time.

COMMENTS OF THE CITY STAFF

Mr. Wrede stated that Administration will figure out a way internally to include staff input in the design. He noted that Steiner's suggested going to each department and speak or they can schedule group meetings to get input from the regular staff.

COMMENTS OF THE CHAIR

Chair Abboud had no comments.

COMMENTS OF THE TASK FORCE

Ms. Johnson, Ms. Wythe, Ms. Roberts and Mr. Hogan had no comments.

Ms. Mauras commented that she is very excited at the process and she was involved in the hospital design and all the way through to choosing the paint on the walls and is looking forward to this project.

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 February 7, 2011 at City Hall, Cowles Council Chambers, 491 E. Pioneer Avenue, Homer, Alaska.

Renee Krause, CMC, Deputy City Clerk I

Approved: _____