

Railroad Advisory Committee Meeting Minutes

January 29, 2019

1. Call to order

The meeting was called to order by Aaron Dobson at 12:02pm. A quorum was established.

Members present: Aaron Dobson, Jessica Baber, Stephanie Montero, Tammy Miller, Ron Layland, Guy James, and Richard Sikes

Guest present: Sam Walls

2. Roll Call

3. Approve Minutes from December 11, 2018 Meeting

Aaron asked if everyone had a chance to review the minutes and if they had any questions. Ron Layland moved to approve the minutes and Tammy Miller seconded it. None opposed.

4. Review and Discuss the RFQ

Aaron discussed the RFP with city members, in which case, they were advised to go with a RFQ as opposed to a RFP. Aaron consulted with the finance department which suggested the RFQ, which looks for individual engineers, architects, etc. for their qualifications. The previous items discussed will form the basis when selecting professionals. The two main items posited to committee:

The differences between the initial RFP and the new RFQ given today.

What level of involvement does the committee want to have in the decision-making process?

One committee member made the comment that the city has the capabilities and expertise of determining the most qualified professionals, and in turn give those options to the committee. The member felt comfortable with allowing the city to narrow down applicants before presenting those options to the advisory committee. Will need to be put to a vote later in the meeting.

In regards to the new RFQ, the difference is essentially the additional person involved, Kristen Torres in Finance. She is the purchasing agent for the city and Aaron submitted photos of exterior/interior of the museum to allow everyone to see current status of building. There were also certain legal terms needing to be added to the RFQ for reference purposes. Page #4 (RFQ) has Kristen Torres as the point of contact. She will be able to direct and/or answer questions. A question was asked about the RFQ, and the individuals working on the project/construction needing to have an insurance bond. The architect and engineer will be responsible for insuring any contractor(s) that are hired. Does the city have someone designated as an "at risk" manager for the project? Concern about making sure the city is protected when it comes to the future of the expansion project.

5. Vote on the RFQ

Railroad Advisory Committee Meeting Minutes January 29, 2019

Two motions will be needed. Motion to approve amended RFQ, noting that there are highlighted areas/dates that will need to be edited by staff. We will need to talk with finance first and then that will set the timeline as the committee moves forward.

The next motion concerns “short listing” and how does the committee want to be involved? On page #3 (RFQ), it does address the interview process. Please be sure before you approve the RFQ that everyone is okay with these guidelines. It will determine how the committee will come in to play, whether the group sits in on the interview process or if the committee is okay with just being given three firms after interviews are over. It is important that everyone is comfortable with how it is stated in the RFQ. Tammy Miller motioned to approve RFQ as amended (including edits for timeline); Richard Sikes seconds it. None opposed. Motion Passes.

Short-listing, Aaron presented different options for the committee to discuss. Option A: city could except all bids and then relay it to the committee in one document for everyone to see, including the city's recommendations and then begin in-person interviews. Option B: would be to show the top three choices and then everyone has time to look at the proposals before going into the interview process. Option C: The city does all of it on their own with the caveat being the committee does represent the community and their interests. Recommendations will have to be presented to 4B and City Council to be approved. Motion to “short list” the bids with Aaron presenting the top 3 to the committee. Richard Sikes makes the motion, Guy James seconds. None opposed. Motion Passes.

Aaron inquired if Tuesday afternoons worked for everyone or should it be switched to evenings, or block out a larger time frame to discuss bids in depth. Most firms are going to want to present in the afternoon before 5:00 pm. One member asked to move it to Thursdays, everyone seemed okay with the change. When it becomes time for interviews, Aaron believes each firm's presenter will take at least thirty minutes, but can set a time limit of about an hour per interview. After interviews are completed, while it is still fresh in people's minds, we will need to have another meeting in hopes of narrowing it down to one firm. Possibly asking for a second round of interviews for additional questioning may be needed. Another member suggested we begin at 1:00pm and go through the afternoon. Mid-morning or after lunch are the two options for time of day. Aaron tentatively suggests the committee meets on a Thursday afternoon.

Question about the architect's budget. The total budget will be known ahead of time by the engineer/architect and they will select the general contractor. They could possibly write the RFP, depending on the level of confidence the city has, and will depend on the firms and what they present. It is important to the firms understand the budget and scope of the project and the committee will need to be prepared to ask those questions. Concern about additional issues that may be found along the way in regards to the renovation of the building was brought up and how the city plans to address it. Questions of whether there will be additional funding later on if there were things that did not get completed. The \$635,000.00 is for the renovation of the building, and items like additional furniture, computers, etc. will most likely not be included in this funding. These type of questions will be important to ask after the contractor has been hired. The top bids will be sent to everyone about a week prior to in-person interviews so everyone has time to look through them. Aaron asked if the committee would like to be issued a line of city-created (staff) questions to help guide members or would the committee like to come up with their own. The evaluation process is already included on page #8 of RFQ and will

Railroad Advisory Committee Meeting Minutes January 29, 2019

need to be utilized when determining who will be chosen. The committee can always ask addition or more in-depth questions during the interviews. Initially, Kristen Torres will be a part of the screening process along with Aaron and other city staff in regards to narrowing down the firms.

Motion to adjourn by Guy James and Ron Layland seconds it.

Adjourn at 12:40 pm.