



22500 Salamo Road
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**WEST LINN
POLICE STATION
STEERING COMMITTEE
Minutes
January 18, 2012**

Attendees

Committee Members Present: Troy Bowers, Thomas Frank, Glen Freidman, Karen Hensley, Bill Hill, Grant Oakes, Dennis Richey
City Staff Present: Business Analyst, Elissa Preston, and Project Manager, Bob Galante

Call to Order at 6:00 p.m.

Minutes from 12/19/11 Approved

Roles / Responsibilities of the Committee

Committee read a Draft of the Roles and Responsibilities of the committee, provided by Bob Galante and Chris Jordan. The committee discussed some of the terminology and agreed to send Elissa their edits. The committee would like to condense the document into 3-4 categories with sub-categories.

Citizen Participation Statuary Standards

Bill suggested that the City should provide a document that clearly defines the standards that the committee should be held to. Dennis clarified that what this committee does, does not fall under the purview of the Secretary of State. The group still agreed that the City should provide a document that explicitly defines the standards of a council appointed committee. Karen suggested that there is a document that the City provides, and Elissa was asked to locate that document. Troy and Bill also suggested that the City Attorney should be able to give some insight as well.

Community Involvement

Grant suggested that the committee needs to be thinking about how to communicate with the community how they are dedicated to getting the best value for the money. Karen and Elissa discussed the Police Station microsite

and what is on the site. Elissa suggested that the committee writes up a mission statement for the Committee page on the website. Karen proposed that we also post the audio of the meetings on the website. Bill also told the committee that he and staff have come up with a list of stakeholders in the community to be sure to reach out to.

Bond Oversight

Discussed briefly after budget status was given by Bob, in relation to the how close/far away the budget is, from the bond amount.

Construction Process

Troy gave a presentation on three processes: Design-Bid-Build, Design-Build, and CM/GC (Construction Manager / General Contractor). The committee agreed they want to use the Design-Bid-Build process, which will provide the best value with the lowest risk. Bill suggested the group may want to visit other police stations in the area to see how those cities have made decisions. Glen suggested it might help the committee decide what pre-qualifications are necessary for the RFP for Design Team.

They also agreed that an owner's rep may be needed. A definition of Bob Galante's role as Project Manager (owner's rep) was requested.

Project Manager, Bob Galante, will join meeting

Bob joined the meeting, and caught up the group with what he's been working on since the last committee meeting.

- Prepared "next steps" for Design-Bid-Build, after feeling reluctance at the last meeting
- Met with members of committee to discuss roles of committee
- Drafted Roles / Responsibilities for Committee (He asked committee to make edits and provide feedback on this drafted document.)

Bob handed out his resume and a newspaper article written about him, at the request of chair, Bill Hill.

He also asked the committee if he could reach out to individuals on the committee to get advice in their areas of expertise.

He also confirmed he is the "owner's representative" and that he is here for the entire duration of the project.

General Project Timeline

Elissa passed out a draft of a tool that the City will use to outline a timeline, a Gantt chart in Excel. Bob reviewed several items on the chart, and answered many questions by the committee. Intended start of construction is fall of 2012. He discussed some of the major milestones and the timeframe each takes.

Construction Process

Troy reviewed the reason why the committee chose to go with the Design-Bid-Build Process. Bob told group about how the City will set selection criteria for Design Team (Architect) to meet the specific needs of building a Police Station. Troy confirmed that the committee will be involved in setting the selection criteria.

Budget Status

Bob outlined projected budgeted amounts for building, land, percent for art (Bob will read further into requirements for % for art), demolition of current homes, consultant's fees (identified area to target saving money), street improvements (also identified area to target saving money) and fees. Bob reviewed what he will be targeting to keep costs down: talking with staff about fees, consult the attorney, complete a timeline, meet with key people, reading code, work on RFP for Design Team.

Elissa provided the expense tracking documents that City will keep. It will be kept updated and provided at meetings to keep the committee informed. Thomas questioned the Parker Road purchase and that it should be very clear that the Parker Road purchase is not related to the bond that was passed.

Committee Meeting Schedule

The committee did not set a regular schedule, but did agree to set the next meeting for February 1, 2012 at the same time.

Adjourned at 8:25 p.m.