



22500 Salamo Road
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**WEST LINN
POLICE STATION
STEERING COMMITTEE
Minutes
February 29, 2012**

Attendees

Committee Members Present: Troy Bowers, Thomas Frank, Glen Freidman, Grant Oakes, Dennis Richey
City Staff Present: Bob Galante, Elissa Preston, Terry Timeus, Vic Lancaster
City Council: Jenni Tan

Call to Order at 6:00 p.m.

Approve 2/1/12 Minutes

Approved unanimously

Project Manager Role draft & Bob Galante's Contract

Terry opened discussion of the role of the Project Manager and the contract for Bob Galante to fill that role. He reminded the committee that the City does not have anyone on staff that can fill the role of a PM, despite concerns from some committee members that the City should be able to fulfill this role in-house. Dennis brought up that a discussion did take place at a prior meeting about the need for a PM; however, the committee never did get to vote or make a decision about "do we or don't we want this" (contracted Project Manager). (In the 3/21/12 meeting, Dennis clarified: he was trying to make the point that the committee has spent a lot of time on the issue, and that the committee just needs to move on, because Bob has already been hired. It was not his intent to try to go back to vote on Bob's contract with the City). Bob clarified that the committee acts in an advisory role in how the City should spend the funds to maximize the value of the police station facility, but Chris Jordan has the decision on how to staff the project. He also stated that the committee can advise Chris on this issue, but it is

ultimately under Chris' authority. Troy encouraged the group that while it has been a good discussion to have, the group needs to move on to other business. To help the group get more comfortable with Bob's contract, Troy has asked Bob to break down a little further the number of meetings/schedule over the two-year calendar, which makes up the dollar value the City is paying Bob. Dennis agreed that it's time to move on from this topic, and Grant added that the group has been setting a precedence since they started this project about a different way of doing things than it's ever been done before... it's a learning experience. Thomas had a question about Bob's contract, and that he is not required to have any professional insurance. He asked Bob if he is covered by the City's policy. Bob answered that the City does not require it because he is not doing drawings or designing the building. He and Terry can get a clearer answer from the attorney, and get back to Thomas on this issue. Thomas said he does appreciate Bob's rate reduction.

It was also discussed that due to Bob's project management, he was able to re-read the city code and propose to the Planning Dept. that there is an alternate way to read the code which will save the City money and time with regard to variances.

Committee Rules & Standards and Draft #2 of Committee's Role document from Chris Jordan

Thomas emailed staff and the committee questions about this document. His questions were addressed:

- 1) I have served on my different committees for the City and never had to sign anything -- why now?
Troy clarified that he (and prior committee member Bill Hill) had requested this type of documentation previously. It was at the recommendation of these two committee members that it be signed; however, the committee doesn't have to sign it.
- 2) Under scope, page 1, strike "generally."
Thomas wanted to make sure that the committee implements what they advocated when they were the PAC. He suggested this word was to "squishy". This word was removed from the document.
- 3) What is Political Participation Law (ORS 260.432)?
Grant asked Elissa to confirm that the committee is required to follow Oregon Public Meeting Law. Elissa confirmed that yes they are, and explained that this document and the Public Meeting Law ORS document was emailed to the group on January 26, 2012. The Committee Rules & Standards/Role document is intended to be a 1-2 page overview, and does not outline in detail these laws.
- 4) We should have discussion of last bullet point.
Bob answered: This section asks that committee members do not independently go to staff to ask for a report or work of a considerable amount, which may cause the employee to be working on cross-purposes.
Troy asked Bob to clarify if it is the responsibility of the committee to not just go to a staff member to ask for information, as a typical citizen might, but to go to Bob and/or Chris Jordan. Bob suggested that an employee would typically still go to their department head to inform them of the work that the citizen is requesting. This paragraph was written as a way to ensure that Bob or Chris Jordan can effectively manage staff and their time.
Thomas wanted to know if a committee member can ask simple questions of staff, or if it has to go through Bob. Bob and Terry agreed that questions can certainly be asked. This paragraph is talking about considerable amounts of staff time. Terry asked Councilor Tan to confirm that this is also how City Council operates.

The group felt comfortable with the document. They chose not to sign it, but did vote unanimously to adopt it.

RFP Criteria

- The City will pick the most qualified firm, then (Bob) will negotiate a contract with the firm. If we do not come to an agreement with our first choice, we can move on to the next most qualified firm. This is not a likely scenario.
- Bob has revised the evaluation criteria to be consistent with current laws. There is nothing in the RFP about money, other than we can ask them to provide historical data.
- The criterion was presented to staff, and it was suggested that the criteria looks fairly onerous. The RFP criteria sets a tone that we want to demonstrate to the public that we are out to minimize the City's risk.
- Bob asked the committee to review it again and ensure that it corresponds to how we want to represent the City. Items addressed were:
 - The amount of years experience we will require on the RFP (7 yrs)
 - Number of pages in proposal (25-30 pgs)
 - Percentages of each criterion (roughly 25% split)
 - Ask design firm for their approach on project
 - Criterion "D: Fees and Compensation" has been updated to be consistent with new laws
 - LEED certification is desired
 - Selection Committee: Glen & Grant were identified as committee members who will serve on the selection committee. Bob, Terry or Vic, and another city staff person, as well as a member of the community will also be on this committee.
 - Add electrical engineering under mechanical services
 - Design team experience/bios
- Bob asked for any other suggestions to be sent to him via email as soon as possible.

Review January 2012 Project Report page 7 review and

Group Mackenzie Cost Analysis (follow up from last meeting)

There was a 2011 Group Mackenzie document presented in executive session to City Council which was not made public, because it disclosed how much money we were going to purchase for the land. It is no longer confidential. Bob explained that we can now provide this document as a reference as to where we started with the estimated cost (targets) for this project. Bob explained that his estimated cost helps him for planning purposes, target which

areas he needs to find savings. The “budget” for this project is \$8.5 million. Just because our estimated costs are a bit higher right now, doesn’t mean we are going over budget. It means we can look for ways to save ahead of time. Thomas expressed that he is uncomfortable with the amounts in the target area buckets (categories) and that they add up to almost \$9 million. Bob explained that this is an exercise to assist him do his job. He also feels that Group Mackenzie may have been a little light in their 2011 cost estimate, and may have not included certain costs (such as a traffic engineer). By looking at this cost estimate analysis, he can find places that he can save money to meet our budget of \$8.5 million.

Grant asked about SDC’s, and why does the City pay the City to do something? Terry answered that we are paying our staff from one fund, into another. That revenue is necessary to do the job that it does. Perception was of particular concern of Grant’s. Councilor Tan brought up the example of the schools, and that it works the same way.

There are not enough builder SDC’s credits out there to buy.

Council Tan asked if it is realistic that there is a gap of \$500,000 at this point. Bob said it is not unusual and it allows flexibility in some areas.

Bob explained ways to save: Topo engineer, shopping around, design charrette (to find cost savings), City using funds to buy long-lead-time things.

Memo from Sustainability Advisory Board: West Linn’s Green Building Standards

The City’s Sustainability Advisory Board wrote the Police Station Steering Committee a memo to remind them of the City’s Green Building Standards. The committee agrees with the statements in the memo.

Report to Council

Bob will be presenting a report to Council on Monday, March 5. This will be a regular report to City Council. Bob presented a draft of the report, with a brief description of the project process, project milestones, bond progress report (expenditure of funds), and a project timeline. After he presents this report to Council, it will be posted on the City’s website for the Police Station.

Bob ask that if anyone has edits and anyone who wants to come to the Council work session, is welcome. Grant and Thomas will try to attend with Bob.

Other business

- RFP Timeline: Troy asked Bob where he is at on the timeline, with respect to completing the RFP. Bob replied that he will complete the RFP next week, and then the lawyers will review it. Once it goes public, the design firms will have three weeks to make their proposals. Bob feels we can shorten the timeline on contracting with the design firm.

- Design Firm Selection Panel: Bob suggested that two people from the Police Station Steering Committee, 1-2 City staff, and someone from the Willamette neighborhood should be on the Review Panel. Dennis withdrew himself from this Review Panel, to avoid bias. Glen and Grant volunteered to be the committee representatives.
- Website Analytics: Elissa responded to Thomas' request from the last meeting about the analytics of how our Police Station website is doing. Using Google Analytics, she reported that since the commencement on January 13, 2012, the website has had 725 hits. The first 400 hits were in the first 2 weeks. The largest spike in hits was following the Friday e-mail update from the City, where we highlighted the new website.
- Committee Schedule: The committee agreed to schedule on the calendar that they will meet the 1st and 3rd Wednesday of the month (5:00 – 7:00 p.m.), even if it is not necessary to meet as often.
- Agendas: Elissa will do the best to send out agenda packets electronically ahead of time (to save paper), but she will print one out if anyone needs it at the meeting.

Adjourned 6:50 p.m.