



CITY OF  
**West Linn**

22500 Salamo Road  
West Linn, Oregon 97068  
<http://westlinnoregon.gov>

**WEST LINN  
POLICE STATION  
STEERING COMMITTEE  
Minutes  
March 21, 2012**

**Attendees**

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

**Call to Order at 6:00 p.m.**

**Minutes from 2/29/12 Approved as Amended**

Dennis clarified a point he made in the 2/29/12 meeting regarding Bob's contract and asked that the minutes be amended "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." (see 2/29/12 Minutes)

**RFP for A/E Professional Services - Draft**

Bob reviewed the draft of the RFP and asked for committee feedback and edits. Troy had several suggestions for the RFP.

Bob addressed the desire of the community to use local resources and be sustainable, which will be highlighted in the RFP. Bob met with three individuals who approached him to express their opinions about this need. He will keep them updated on this topic and meet with them periodically to ensure they feel heard. He also invited them to come to a committee meeting to share their desires with the committee. Some members suggested they would be a good resource to be a second person with Bob representing this project, when citizens want to talk to Bob about their ideas.

Karen asked if the City anticipates any deviation from the program assessment from what Group Mackenzie previously provided. Terry clarified that the drawings/plans were for Parker Road, but the needs assessment will remain relatively the same. Bob confirmed that the City should expect the same output that Group Mackenzie put together, plus all documents all the way through the entire completion of the project.

There was a discussion about what the architecture of the building might look like, and what works as a collection of public buildings for the City.

Group discussed requirement that the A/E provide an Owner's Manual.

The City's standard Architectural Services Contract will be attached to the RFP. The entire document is currently under review by the City Attorney's office.

The RFP will be advertised in the DJC and West Linn Tidings, beginning April 2, for a two-week time period.

### **A/E Selection Criteria – Updated**

Bob provided a new draft of the selection criteria, to include changes discussed in 2/29/12 meeting. No further edits were suggested by the committee.

### **Other business**

Thomas confirmed that he is satisfied with the City's explanation of why Bob's contract does not require he have insurance, as the City's insurance covers any decisions Bob makes.

Next meeting is scheduled for April 18, 2012 at 5:00 p.m. Karen and Troy will attend via conference call.

**Adjourned 7:17 p.m.**