

MEETING MINUTES

PROJECT NUMBER: 2120180.00 ISSUE DATE: 7.12.2012
 PROJECT NAME: West Linn Police Facility

RECORDED BY: Caitlin Cranley
 TO: FILE
 PRESENT: **Elissa Preston, Bob Galante, Chris Jordan, Dennis Richey, Mike Gabriel,**
 ***Bold** indicates **Khoi Le** – City of West Linn (CWL)
 attendees **Brad Moyle, Terry Timeus, Vic Lancaster** – West Linn Police Department
 (WLPD)
Thomas Frank, Troy Bowers, Jim Milne, Grant Oakes, Karen Hensley,
Glen Friedman – Citizen Steering Committee (CSC)
Jim Milne – Willamette Neighborhood (WN)
Cheryl Snow – Clackamas County Arts Alliance (CCAA)
Jeff Humphreys, Brett Hanson, Caitlin Cranley – Group Mackenzie

SUBJECT: Meeting Minutes #1 (July 9, 2012)

ACTION ITEMS

- 1.1 CWL (B. Galante), by 7.13.12, shall schedule Submittal Exchange training with Group Mackenzie (C. Cranley). [*Resolved subsequent to project meeting*]
- 1.2 Group Mackenzie, by 7.13.12, shall schedule Eco-Charette for Wednesday, July 18th or Thursday, July 19th. [*Resolved subsequent to project meeting*]
- 1.3 CWL (B. Galante), by 7.13.12, shall provide committee definitions and lists to Group Mackenzie. [*Resolved subsequent to project meeting*]
- 1.4 CWL (B. Galante), by 7.13.12 shall, confirm scheduling weekly project meetings for Wednesday afternoons.
- 1.5 Group Mackenzie, by next project meeting, shall revise Project Schedule based on comments received during meeting and new comments to be forwarded by CWL (B. Galante).

UNRESOLVED ITEMS

None at this time.

RESOLVED ITEMS

None at this time.

INFORMATION ITEMS

1. The purpose of the meeting was to kick-off of the West Linn Police Facility with the City of West Linn, the Police Department, the Citizen Steering Committee and the Clackamas County Arts Alliance. See attached agenda for reference of discussed topics. The following items were discussed:
 - a. B. Galante recognized a quorum of the Steering Committee.
 - b. The Team made introductions:
 - Cheryl Snow (CCAA), Executive Director of the Clackamas County Arts Alliance discussed the benefits of early involvement for integration of Percent for Art in the building design. The team understands that the Percent for Art Program requires 1% of the project cost be spent on art and that ½ % be spent on administration and maintenance. CCAA indicated that selection of an Artist will be committee driven, and the artist will be identified by October.
2. The Team discussed roles, responsibilities and information exchange:
 - a. Group Mackenzie indicated that Brett Hanson (Project Manager) would facilitate information transfer between the design team and B. Galante (Owner's Representative).
 - CWL indicated that Bob Galante would be the primary contact throughout the project. All questions and coordination items will be routed between Group Mackenzie (Brett Hanson) and Bob Galante for clarity.
 - B. Galante indicated that he would serve as the primary contact for setting meetings and procedures.
 - The team agreed that, while Group Mackenzie and Bob Galante would be directly in contact, the CWL team will be copied on all correspondence.
 - It was identified that all decisions and direction would be facilitated by B. Galante and provided to Group Mackenzie in order to ensure there was no confusion and the process was streamlined.
 - b. Group Mackenzie indicated that they would be utilizing Submittal Exchange to facilitate information transfer of documents during design and construction. This service uploads and can allow access to documents for the full duration of the project. Bob Galante will assist in scheduling a time for team training. See action item 1.1
 - c. Group Mackenzie issued a team directory for email, phone, fax and address references. This directory will be updated throughout the life of the project.
 - Group Mackenzie requested that CWL provide rosters for all committees and sub-committees and define the role of each for clarity. See action item 1.3
3. The team discussed Project Goals, Scope and Understanding:

- a. See Attachment A-*Revised 5/29/12*-for scope specifics.
 - Project will likely be a 2-story facility, up to 23,500 sf in area.
 - The team recognized that the project will achieve LEED Silver certification or better. The project is also required to use 1.5% of the construction budget for solar, as required by state law. Options will be discussed in detail at the Eco-Charette.
 - Group Mackenzie indicated that the pre- design process will include validating program sizes and surveying the site. Program validation will involve review of the previous program with the Police Department.
 - CWL will hire an independent noise consultant.
 - B. Galante will be the CWL point of contact for Group Mackenzie
4. The team discussed the project schedule and intermediate steps (see attached preliminary project schedule):
 - a. The team discussed scheduling weekly project meetings. CWL indicated that meetings should be held mid-week through the summer. Group Mackenzie indicated a preference for Wednesday afternoon meetings. CWL to confirm time and meeting room availability. See action item 1.4. The team noted that it would like to engage the Building Department throughout the design process, as it aids with a streamlined plan review and minimized surprises. Additional meetings will be held with smaller sub-committees for program development, and design input.
 - b. The team discussed specifics of the schedule. Group Mackenzie reviewed the cyclical nature of the design process through each phase, which includes a cost estimate and Value Engineering (VE) exercise.
 - The team agreed that a presentation to City Council should be added to the schedule to occur prior to the end of DD, which would provide a milestone for City Council to approve the design prior to the project moving to the next phase.
 - The team agreed that public meetings will be informational sessions, intended to present design intent. The second public meeting should be held at the end of the CD/VE process.
 - The team discussed the permitting process. CWL requested Right-of-Way permitting be added to the schedule, separate from the building permit process. It was also noted that Land-Use approvals will need to be in place prior to pulling any permits. See action item 1.5.
 - Group Mackenzie indicated an interest in staggering the Permitting and Bidding processes, with the objective of incorporating plan review comments prior to Bid. B. Galante indicated holding a discussion on the specifics of the schedule at a later date.
 - Group Mackenzie reminded the team that substantial completion on a public project is achieved when the building can functionally be used for its intended purpose.

- c. CWL indicated a desire to expand the schedule to outline post-occupancy activities including LEED certification, flush-out period, commissioning, 10-month punch list, 18-month warranties, etc.
5. The team discussed incorporation of sustainable strategies:
 - a. Group Mackenzie indicated that the first step proposed is to hold a sustainability charette (Eco-Charette) with the team to identify sustainable strategies, implementation, goals, project requirements and life cycle costs. The team discussed scheduling the Eco-Charette for the week of July 16th. The charette will have two parts: presentation and discussion of overall considerations for sustainable strategies; and a discussion of the specifics of cost and achievement of LEED credits, with confirmation of the direction of sustainable strategies.
6. The team discussed the conceptual site plan and floor plan developed during the April 21st 2011 Site Selection Due Diligence. The objective of the discussion was to prompt committee members thought process on the site design and up-coming sustainability charette.
 - a. The team reviewed and discussed the advantages and disadvantages of the 8th Avenue site as defined in the Site Selection Due Diligence Report dated April 21, 2011.
 - b. Group Mackenzie indicated that the design process will be an opportunity to revisit the floor plans and site plan developed for the due diligence report, validating or revising the scheme to meet the functional requirements of the Police Department.
 - c. The team agreed that there is an opportunity to integrate Percent for Art, and Sustainable Strategies to mitigate concerns and enhance relationships related to commercial and residential frontage; competing interests of program elements; the existing vernacular of old Willamette; the relationship, both physical and functional, with the Fire Station; and the potential for a public safety 'node'.
 - d. CWL indicated that the process of design for the Fire Station allowed it to gain broad community acceptance, and should be looked to as a model for the Police Department design process.
 - e. The Citizen Steering Committee indicated an interest in exploring the option of expanding additional city facilities onto adjacent properties and/or existing commercial spaces, which may provide adequate parking for facilities such as the Municipal Court. A multi-purpose room used for court functions was suggested.
7. The team discussed the following miscellaneous items:
 - a. Geotechnical Investigations will require a peer review prior to permitting.
 - b. Group Mackenzie indicated meeting minutes will be written and distributed within several days of each meeting, and all subsequent agendas will be sent out ahead of regularly scheduled meetings.
 - c. The Citizen Steering Committee stressed the importance of adhering to City Code during design and development.

Every effort has been made to accurately record this meeting. If any errors or omissions are noted, please provide written response within five days of receipt.

Attachments: Meeting Agenda
Team Directory
Schedule
Sign-in Sheet

cc:

Josh McDowell, Nabil Kasual-Hayes, Caitlin Reed, Bob Frentress, Jason Havelka, Lynne Ingram, Nicole Bekken, Emily Phillips, Dan Jenkins, Tommy King, Rhys Konrad, Brent Ahrend, Bill Bezio – Group Mackenzie

Steve Dacus, Shem Heiple, Chris Larson, Robert Dishman, Darcy Tucker, Nick Marcyan – Interface Engineering

PROJECT NUMBER: 2120180.00

TODAY'S DATE: July 9th, 2012

PROJECT NAME: West Linn Police Department

MEETING DATE: July 9th, 2012

TIME: 3:00 p.m.

PLACE: TVFR Fire Station

PARTICIPANTS:

SUBJECT: Kick-Off Meeting (July 9th, 2012)

MEETING AGENDA

Team Members

- Team Roster (see attached)
 - Key Stakeholders
 - Roles and Responsibilities
- Information flow
 - Submittal Exchange
 - Schedule training
- Community involvement

Project Purpose/Scope

- Project History
 - Previous Studies
- Project Goals / Understanding
- Project Scope
 - See Attachment A
- Project Budget

Project Schedule

- See Attachment B – Schedule
- Major Milestones/Deliverables (subject to confirmation)
 - Eco-Charrette - 7/13/12
 - Public Meeting - 8/6/12
 - SD/30% CD - 9/21/12
 - Public Meeting - 9/21/12
 - DD/60% CD - 12/3/12
 - 95% CD - 2/11/13
 - Submit for Permit - 2/25/13
 - Bid - 3/19/13
 - Permit Issued - 4/22/13
 - Construction - 5/13/13
 - Completion - 3/17/14

Design Direction

- Site Plan

Miscellaneous / Questions