

Capital Improvements Committee
Minutes June 30, 2016

Item No. 1: Mayor Best called the meeting to order at 9:00 a.m.

Item No. 2: Roll Call: Members present were Mayor Karen Best, City Administrator Bill Malinen, Alderman Mike Booth, Alderman Patrick Parnell, Michael Pinkley and Webb Edwards. Also present were City Engineer/Director Public Works David Miller, Assistant Director of Public Works Keith Francis, Utilities Director Mike Ray, Assistant Finance Director Stacy McCallister, Stormwater Coordinator Kirby Dieterman, Hwy. 76 Program Manager Jim Martin. Others present Loretta Bishop and Ron Mersch, Todd Chandler and Jerry Adams from Olsson Associates.

Item No. 3: Discussion of Consultant Selection Construction Management Team. David Miller explained that currently on the Hwy. 76 revitalization project, the city retained CFS as the design firm who completed the preplanning, the master plan and preliminary design but the city doesn't have a firm for construction phase management. City staff consists of the engineering department employees and the new Hwy. 76 program manager, Jim Martin, who will be the point man and liaison for the city but what the city doesn't have is day-to-day inspectors and specialty engineers to help manage the project. Request for proposals were sent to engineering firms within the region with over 50 employees. The proposal requested reach-back engineering which pertains to using the selected firm for specialty items on the project such as architectural lighting, or financial calculations and they would bring in their experts from their head office and maybe work five days straight and we might not need them again, so we would only pay them for that specific time and we may not need to use them again until later in the construction so we would contact them again and so on. Some days we may need more inspections than others so we could also use them for those services. It may vary throughout the project construction. The proposal also requested on-site office space and support services. The city received proposals from Olsson Associates and Killian Construction. Staff performed an analysis of the two proposals. Staff rated the proposals on the following: 1) approach to construction management, 2) other information or ideas, 3) history of work on similar projects, 4) how on-site and reach-back services will be utilized, 5) qualifications, 6) potential number of employees assigned to the project and 7) previous contract fee changes. These were weighted high, medium and low with the approach to construction management being rated the highest. Olsson received more points across the board. Staff recommends that Olsson Associates be selected as the construction management team for the Hwy. 76 Revitalization project. Alderman Booth recommend that staff negotiate a contract with Olsson Associates for approval by the Board of Alderman as the consultant for the Hwy. 76 Revitalization Project. Seconded by Michael Pinkley.

Mayor Best inquired if CFS was involved in the selection process. David replied that CFS assisted in preparation of the scope for the proposals but in order to be totally transparent, this firm will be totally separate from the CFS team. David explained that communication will be a key part of this project. Technically it won't be hard to construct but the biggest issues will be communicating with the businesses and visitors. To address this concern, Olsson has brought onto their team Jerry Adams who was the city's former communications director. He knows the city and many of the business owners so staff feels this is a good decision on Olsson's part. Webb Edwards inquired who will be managing the reach-back services. David stated that it would be himself and Jim Martin and he relayed to the committee that they will watching that very closely during the project. Olsson also has a designated employee for managing those services. Alderman Parnell inquired about the chain of command such as Olsson reports to Jim Martin, and Jim Martin then reports to David and Bill Malinen. David replied in the affirmative and stated

that communication updates will also be provided to the alderman as desired, whether, monthly, weekly or daily. Alderman Booth stated that he would be very interested in the feedback of our citizens as the construction progresses and frequent updates on the progress. Mr. Pinkley stated that he was impressed with the enthusiasm of Olsson Associates in the proposal for the Hwy. 76 Revitalization project which is key to moving this project down the road. Vote: all yes, none opposed. Motion carried.

Item No. 4: Change Order Report. David Miller summarized change order #3 with D&E Plumbing for the Historic Downtown Streetscape project.

Item No. 5: Construction Status Report. David Miller explained in detail the individual items on the spreadsheet provided to the committee members as part of the agenda attachments.

Meeting date set for September 6th from 10:00 a.m. – 1:00 p.m. for discussion of departmental capital requests.

There being no further discussion, Michael Pinkley made the motion to adjourn the meeting, seconded by Alderman Parnell. The meeting was adjourned at 9:26 a.m.