

15 IN 5 PLAY TASK FORCE
Meeting Minutes, October 3, 2006
Ambroz Recreation Center
7:30-8:30 A.M.

This meeting was for the 10 members of the evaluation committee for the RFP applicants for “providing professional architectural/engineering services to develop a feasibility study to construct a new state of the art community center/recreation complex”. The members come from the two subcommittees, which make up the Play Task Force, the CC (community center) subcommittee and the FAR (fields, aquatic, recreation) subcommittee.

Attendance

Representing the FAR subcommittee, Alan Bernard, FAR subcommittee chairperson, Judy Fitzgibbons, Jim Voss, Julie Sina, Kim Hilby and Tom Saxen and representing the CC subcommittee, Mert Bowers, CC subcommittee chairperson, Phil Wasta, Jean Bjorseth, and Jackie Harrington.

Leading the meeting was Dwight Dohlman, City of Cedar Rapids facilities construction director. Also in attendance were Brian Long (FAR subcommittee member) and Ron Gonder (FAR subcommittee secretary) who acted as secretary for this meeting.

Consultant Scoring Summary

There were six feasibility study applicants. Each of the 10 members of the evaluation committee read all six of the feasibility study applications and rated each using the Consultant Scoring Matrix that was developed at the Sept. 5, 2006 FAR subcommittee meeting. Each of the 10 members reported their scores to Dohlman who recorded and compiled them on a Consultant Scoring Summary. The results were that Barker Rinker and Sink Combs finished one and two well above the other applicants. Next were RDg and Williams. The last two were Novak and Integrated OPN. A lengthy discussion was held about the committee members’ ratings and the various aspects of those ratings. It was decided not to use fees as a consideration point. It was decided to interview the top four from the Consultant Scoring Summary, Barker Rinker, Sink Combs, RDg and Williams. Dohlman said he would send letters of thanks to Novak and Integrated OPN.

The Interview Process

It was decided to interview all four in one afternoon with the interviews lasting one hour each. It was decided that at the next regularly scheduled FAR subcommittee meeting on Tuesday, Oct. 17th at 7:30 A.M. at the Ambroz Center that the 10 members of the evaluation committee would meet again to develop questions for the feasibility study applicant interviews. The 10 members will relook at the proposals from the four applicants to be interviewed to further evaluate them and to zero in on the strengths and weaknesses of each applicant. Dohlman will then send the questions that are developed by the evaluation committee to the four applicants, including any specific questions for any particular applicant, so that the applicants may prepare their responses for their interview session.

Fees And Funding

Dohlman reported that the fees for the four applicants selected ranged between \$100,000 and \$187,000. It was decided that Bernard, Bowers and Bjorseth would meet to discuss ideas for funding the feasibility study and to put together some strategies for that.

Meeting Schedules

It was decided to cancel the full Play Task Force meeting scheduled for Oct. 5, 2006 involving both the CC and FAR subcommittees. Gonder will notify all FAR members and Bowers will notify all CC members. The next meeting of the full Play Task Force will then be on Thursday, Nov. 2, 2006 at 7:30 A.M. at the Ambroz Center. It was decided that at that meeting a decision would be made about bringing the CC and FAR subcommittees back together for all meetings now that the work set out for each subcommittee has been separately accomplished. A meeting schedule for the months of November and December 2006 and the early months of 2007 will be established at that meeting.

The next meeting to be held will then be the feasibility study applicants evaluation committee meeting on Tuesday, Oct. 17, 2006 at 7:30 A.M. at the Ambroz Center. All other members of the CC and FAR subcommittees who are not on the evaluation committee are invited and welcome to attend this meeting to offer any input or advise they might have.