

Master Facility Committee Meeting Minutes

April 16, 2018 4:00 PM in Cedar A Conference Room at the ELSC

Members Present: Mike Dawson, Pat Loeffler, Frank Rainbolt, Dave Dvorak, and Tina Rusbult

Members Absent: Bill Hanes, Steve Shupp, Sue Shanklin and Lindsay Schumacher

Committee Support Present: Steve Graham, Traci Rozek, and Jon Galbraith from the District.
Jim Gortner from Shive-Hattery.

Note taker: Traci Rozek

Mike Dawson convened the meeting at 4:09 pm

Minutes: The minutes from the March 19, 2018 Master Facility Plan Oversight Committee meeting were reviewed. Motion to pass meeting minutes made by Dave Dvorak and seconded by Pat Loeffler.

Financial Report—Steve Graham

- Page 4 shows a positive variance in the amount of \$1,270,352 for Fiscal 2018 SAVE Funds.
- Page 5 indicates that 58% of the SAVE resources have been spent, with 42% remaining.
- Pages 13 & 14 show PPEL Projects with a projected ending fund balance of \$2,344,240.

Approval of Architect of Record

- Steve Graham explained to the committee that the last fall the District began to work with legal council in creating and RFP for Architectural services. This was formulated over a period of 2-3 months, and they identified the main focal areas to concentrate on for the PPEL projects. The defining PPEL projects were outlined in the RFP, which were sent out to area firms. The scoring was both qualitative and quantitative. Qualitative parts were weighed at 60%, and quantitative 40%. 10 firms responded with their proposals, and 9 firms participated in the first round of interviews. Committee representatives were District staff from Elementary, Middle, and High School, a member of the MFPOC, Facility Master Plan members, Executive Council, and staff of the Buildings and Grounds Department. All firms were provided, in advance, the list of questions. After the interviews, all scores were gathered and totaled, with 3 firms being invited back to participate in the second round of interviews.
- Mike Dawson inquired about the length of the contract. Steve Graham responded that it would be for 5 years, beginning on or after July 1, 2018.
- Pat Loeffler stated that the committee was a well-rounded group of individuals, and there was good communication amongst the members of the committee. He stated the second round of interviews was important as the committee was better able to see the different aspects of the firms and what they could offer.

- Jon Galbraith stated that the committee members were a great group that offered various outlooks and insights. KPE, Legat, and Solum Lang were the top three during the selection process. Steve Graham stated that the questions were then revised for the second round of interviews, with 3 areas of focus on K-12 experience, relationships with area contractors, and local or non-local. 6 questions were then based off the 3 areas of focus.
- Jon Galbraith stated that after the interviews, scoring, and discussion, Solum Lang was the best fit for the District. Mike Dawson inquired about their location, and Jon Galbraith said they are from Cedar Rapids. Mike Dawson inquired if the second round was all qualitative, Steve responded that it was. Jon Galbraith said that at that point, the members of the committee were comfortable with who they had brought back in and their pricing.
- Mike Dawson asked what Solum Lang could provide that the over the other firms. Pat Loeffler stated that one thing that was important was the good reputation they have with local contractors, and the fact they are local. Being local gives them an advantage in time management on projects that already have strict schedules. Dave Dvorak stated that during his time with the District, he had worked mainly with Shive-Hattery. Steve Graham stated that they have had a fine relationship with Shive-Hattery during their time as Architect of record.
- Approval of Architectural RFP. Frank Rainbolt read the sample motions, Dave Dvorak seconded, motions approved.

Sample Motions—Architect of Record

The Cedar Rapids Community School District is intending to enter into a five (5) year contract with Solum Lang Architects, LLC, to serve as the District’s architect of record to provide the District with architectural, engineering, and other services as necessary for the District’s anticipated Physical Plant and Equipment Levy (PPEL) funded projects for the District’s facilities beginning on or after July 1, 2018, and ending on June 30, 2023.

Annual Presentation to the Board of Education—Mike Dawson

- Mike Dawson discussed the annual presentation to the Board of Education. On page 5 of the previous presentation information, Current Committee Members, he points out the continuity, commitment, and diversity of the committee. The members of this committee have the experience to ask the appropriate questions, and that is important for an oversight committee.
- Mike Dawson stated they would plan on the presentation being given on June 25, 2018.

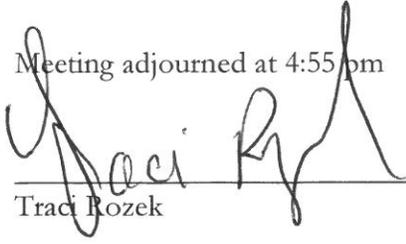
Membership Renewal

- Mike Dawson stated that committee member terms are ending and needing renewed. Dave Dvorak and Pat Loeffler have both agreed to renew their terms. He will follow-up with Steve Shupp to see if he will be renewing his term. Terms end June 30, 2018.

Action Items

- Committee members and District support personnel to email Mike Dawson and Sue Shanklin with thoughts and ideas for the annual presentation to the Board of Education.

Meeting adjourned at 4:55 pm



Traci Rozek



Jon Galbraith