

**CITY OF DELAFIELD ARCHITECT & CONSTRUCTION MANAGER COMMITTEE  
MINUTES**

CALL MEETING TO ORDER.

M. Czubkowski called the meeting to order at 7:03 a.m.

ROLL CALL.

Present

Absent

Marilyn Czubkowski  
Tom Hafner  
Gerald Johnson  
Kean Kemnitz  
Jeff Krickhahn  
Gerry Maier  
Robert Mazurek  
Ron Miskelley

Also Present

Jim Romanowski  
Mayor Ed McAleer  
Jenny Pope

1. APPROVE MINUTES OF APRIL 8, 2008

**K. KEMNITZ MOTIONED TO APPROVE THE APRIL 8, 2008, ARCHITECT AND CONSTRUCTION MANAGER COMMITTEE MEETING MINUTES WITH CORRECTION OF THE SPELLING OF HIS NAME THROUGHOUT THE MINUTES. G. MAIER SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED**

2. CITIZENS COMMENTS

There were no citizens who wished to comment.

3. DISCUSSION AND ACTION REGARDING PROPOSAL FOR CIVIL ENGINEERING SERVICES PROVIDED BY YAGGY COLBY ASSOCIATES, INC.

M. Czubkowski explained that Jim Romanowski had been invited to attend this meeting for the purpose of answer any questions the Committee might have.

**K. KEMNITZ MOTIONED TO ACCEPT THE PROPOSAL FOR CIVIL ENGINEERING SERVICES PROVIDED BY YAGGY COLBY ASSOCIATES FOR THE CITY HALL CAMPUS AND PUBLIC SAFETY CAMPUS, SUBJECT TO THE TRACKING OF THE PROJECT BE SEGREGATED BY FACILITY. G. JOHNSON SECONDED THE MOTION.** IN RESPONSE TO A QUESTION BY G. MAIER, J. ROMANOWSKI NOTED DISCOUNTED PRICES HAD BEEN APPLIED TO THE QUOTE PRESENTED. IN ADDITION, HE WOULD BE THE CONTACT PERSON FOR THE PROJECT. M. CZUBKOWSKI EXPLAINED THAT CONTACT INFORMATION FOR VARIOUS COORDINATORS FOR THE PROJECT WOULD BE MADE AVAILABLE TO THE COMMITTEE. DISCUSSION ENSUED REGARDING THE

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RESPONSIBILITY FOR LEADERSHIP WITHIN THE CITY OF DELAFIELD REGARDING ANY CHANGES TO THE SCOPE FOR THE PROJECT, AS WELL AS THE RANGE OF THE PROJECT, SUCH AS LANDSCAPING. **THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.**

4. DISCUSSION AND ACTION ON REQUEST FOR PROPOSAL (RFP) FOR PUBLIC SAFETY CAMPUS

M. Czubkowski noted the previous draft was open for consideration and discussion. J. Romanowski was present for clarification purposes. She further noted Staff had recently submitted RFP's to Yaggy Colby for review. Interviews would be held for the architect and construction manager and once completed additional information would be shared regarding specific requirements of the RFP's. Construction firms would be allowed to bid upon both positions but would need to keep them separate in their response to the City in the RFP. Discussion ensued regarding potential economies of scale related to the project utilizing this plan.

With regard to the downtown project, discussion ensued regarding how best to share information via a contract for the architect position and the construction manager position for the projects. It was determined legal review and comment would be a prudent measure for review of the contracts prior to submission of the RFP's.

J. Romanowski questioned the timeline for response for RFP's. Discussion ensued regarding how best to accommodate an expedited timeline and whether the Common Council should have to vote on each RFP as part of the overall construction process. Because there are two Council members on this board, and with Council review through summary reporting of events, it was determined that formal action of each RFP would be time consuming and adverse to the project schedule.

G. Maier expressed concern about three to four weeks worth of consideration not being adequate for accurate and best economic practices associated with vendor consideration of RFP's.

J. Romanowski stated there would be a great deal of interest in the project and all questions associated with the RFP's from the vendors would be handled through his office. The RFP's would be available at the next meeting for review prior to release for official bid. He anticipated that the RFP's would be returned by May 23, 2008.

5. DISCUSSION AND ACTION ON RFP FOR DOWNTOWN

See discussions above.

6. DISCUSSION AND ACTION ON TIMELINE FOR REQUEST FOR PROPOSALS

See discussions above.

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7. DISCUSSION ON THE TAX EXEMPTION FOR BUILDING MATERIALS

M. Czubkowski received information regarding the tax exemption status for building materials and would share this information with J. Romanowski after it was reviewed by the auditor.

T. Hafner questioned whether a list had been prepared regarding who the RFP's would be sent to after review by the Committee. It was determined the RFP's would be made available to interested parties online and only the advertisement noting the availability of these RFP's would be Popeed.

In addition, the Committee determined the role of this Committee would be to make a recommendation on who should hold the position of architect and construction manager for the projects. After that, the Plan B Committee would need to be involved to determine the remainder of how planning for the projects would be handled by another Committee.

J. Romanowski suggested a process where RFP's were approved by this Committee to send to interested candidates for the positions of architect and construction manager. This committee would narrow the candidate pool to approximately three and then either this Committee, Common Council, a blending of both, or a separate Committee could conduct the interviews with the candidates. Once a preference had been determined from the candidate pool, a recommendation could be made to the Council regarding the best candidate for the job for official hire.

8. SCHEDULE NEXT MEETING

The next meeting will be held on April 24, 2008 at 7 A.M.

9. ADJOURN

**G. JOHNSON MOTIONED TO ADJOURN THE APRIL 17, 2008, ARCHITECT AND CONSTRUCTION MANAGER COMMITTEE MEETING AT 7:46 A.M. K. KEMNITZ SECONDED THE MOTION. ALL WERE IN FAVOR. MOTION CARRIED.**

Minutes prepared by:

Accurate Business Communications, Inc.