

**Thursday October 28, 2021**

5:00 pm

In-PERSON/VIRTUAL MEETING

Council Chambers, City Hall

**By Phone or GoToMeeting:**

<https://global.gotomeeting.com/join/471703029>

For the Public, Members of the media and the public may attend by calling: (US) +1 (872) 240-3412

Access Code: 471-703-029

All public participants' phones will be muted during the meeting except during the public comment period where applicable.

**RDA STRATEGIC PRIORITIES**

- 1) ~~100 W. Main St. block demolition, Town Square design etc.~~, and publicizing town square project for possible funding from sources other than the City.
- 2) Facilitating quality development in downtown, and
- 3) Creating an approach and working to attract development projects downtown.

**MINUTES**

1. Pledge of Allegiance
2. Roll Call
  - a. Present: Marchant, Ruetten, Bartz, Zimmermann, Zastrow, Allon
  - b. Excused Absent: Kuenze, Salas
3. Determination of Quorum and Call to Order
  - a. Quorum determined.
4. Public Comment
  - a. No public comment.
5. Discuss and potentially take action on authorizing Executive Director to proceed with negotiating and executing a contract for Construction Management Services.
  - a. Allon gave background on CM services interview that included the following information:
    - i. One proposal was received in response to the publicly noticed Request for Proposals. Several firms had reached out, expressed interest and received plans and specifications for the project. Ultimately, they did not submit a proposal.
    - ii. Local contractor, Maas Brothers, did submit a proposal and Allon conducted an hour long interview with their representatives.
    - iii. Takeaways from the interview included:
      1. Allon pressed them on whether they would be sacrificing quality of the project in order to cut costs. Their response was that they understood the intent is for this to be a high-quality project and, while they would perform due diligence in ensuring we get the most value for our money, they would not be heavy-handed with cutting design elements unless requested.
      2. They outlined a 4-5 month schedule in their proposal but acknowledged that it may not be completely realistic if there are items that require long-lead times to supply. One of their first activities would be to identify those long-lead time items to start to build a project schedule.
      3. They advocate for a spring start instead of winter work, due to substantial additional costs.
      4. It is their practice to do walkthroughs and video recordings when handing off equipment to City staff and maintenance crews.

5. They mentioned that they are keeping change order requests to a 4.5% fee. Usually, that number for other contractors is around 12%.
    6. They are willing to work with the project owner to reduce costs if there are circumstances where the site sits because of unforeseen challenges.
    7. Contract and its associated costs would begin at site mobilization. All bid package work, value engineering, etc. would not incur any costs.
  - b. Zastrow said he was in favor of CM services and asked how the additional costs would fit into our budget.
    - i. Allon responded that our budget and funding could accommodate the costs as proposed.
  - c. Ruetten thought there could be a chance that the CM essentially pays for itself through cost reductions and heading off problems. He mentioned that he liked that it was a local company with a large network of relationships.
  - d. Bartz had looked at a previous proposal for another project Maas had done. He said they were charging a 4.75% fee at that one, so we were getting a reduced fee here. He also noted that our initial estimates for CM Services were much higher than what this proposal came in at. He said this was an important enough project for the community that we need to make sure it stays on cost and on schedule. He said he was in favor of this.
  - e. Marchant liked the idea of the service, but wasn't sure how good a deal it was and thought maybe some other parameters around negotiating for price should be in place. But the information that Bartz provided showed that we were getting a pretty good deal. He said he is in favor of the value of the services.
  - f. Zimmerman agreed. He said he's heard about other projects in the area that have had issues with budget because they haven't had CM services. So he is also in favor.
  - g. **Zastrow motioned to accept the proposal put forth by Maas Brothers. Zimmerman seconded.**
    - i. **Roll Call vote proceeded: Marchant – Aye; Ruetten – Aye; Bartz – Aye; Zimmermann – Aye; Zastrow – Aye. Motion passed 5-0.**
6. Adjournment.
- a. Ruetten motioned to adjourn and Marchant seconded. Motion to adjourn passed unanimously.