

MEMORANDUM

TO: FILE

FROM: D. E. BERGER

SUBJECT: MEETING OF THE MUNICIPAL CAMPUS ADVISORY COMMITTEE HELD ON SEPTEMBER 27, 2011 AT 7:00 PM. PRESENT AT THE MEETING WERE MSES. ARLEN, BAIRD, BERGEY, HOLLAND, AND MESSRS. ARLEN, DRAYTON, FALLON, RITTENHOUSE, SALOTTI, AND SUPPLEE. ALSO IN ATTENDANCE WERE COMMISSIONERS GILLIES AND STANDISH, MS. MCGARVEY, CHIEF HUMMEL AND MESSRS. SIRIANNI, TAYLOR AND BERGER.

DATE: OCTOBER 18, 2011

The Advisory Committee took the opportunity to tour the public works building and yard, the library, the administration/police building, as well as the three vacant lots owned by the Township located directly adjacent to each one of the existing buildings. Members of staff explained the layout of each building or facility and answered questions by the Advisory Committee.

Upon returning from the tour of the facilities, the members of the committee introduced themselves and provided a little background on their history in the Township as well as their interest in the project, and their professional background, if any.

The committee members reviewed the Request for Proposals that was issued previously to which ten architectural firms responded. Six firms were interviewed and from those six, three firms have been selected by the Board of Commissioners to make a second presentation. The committee focused on what points the architects should address while making their second presentation. Some of those points included: (1) the Township would be requiring a programming analysis to be performed by the selected architect. The architects should describe a process by which their firm intends to conduct the analysis; (2) the firm should describe the process by which they built consensus among the stakeholders, including elected officials, township staff, immediate neighbors and the community at large; (3) how plan alternatives are evaluated in light of such issues as economics, impact on the immediate neighborhood, and the scope of the project; (4) what must be considered when phasing a project so as to reduce the disruption of operations; (5) how does the architectural firm assure a seamless coordination of the multi-prime contractors; (6) given the location of the campus within an established, stable neighborhood, what special considerations must the development accommodate and what are the general strengths and weaknesses of the existing Township campus; (7) what supporting professional consultants will join the architectural firm in the design and construction of the project; (8) the Township Building and Library will be points

of “destination” and should project a sense of “place” within the community; what features should these buildings maintain and how is that done with respect to cost and responsibility to the taxpayers; (9) the firms will need to describe specific municipal experience that their firms possess and how will the experience be applied to the Springfield Township project.

Mr. Fallon agreed to take the lead on drafting a letter to be sent to the architects providing guidance for their future presentations as discussed above. Ms. Holland agreed to assist Mr. Fallon.

The committee discussed establishing another meeting date and agreed on October 18, 2011 at 7:00 PM. The committee would like the Board of Commissioners to consider meeting on November 3 at 6:00 PM with the three architectural firms to receive their second presentation. The meeting date of November 3 will be confirmed with the Board of Commissioners by Mr. Berger.

At the October 18 meeting, the Advisory Committee will consider the creation of an evaluation system for the review of the qualifications of the architectural firms and discuss a due diligence process to be conducted on the three finalists.

DEB:cmt
10/18/11