

Springfield Township Municipal Campus Advisory Committee

Meeting Minutes

January 15, 2014, 7:00 PM, Township Building

**Attendees:**

**Township staff**

Don Berger, Township Manager  
Marycatherine McGarvey, Library Director  
Don Sirianni, Director of Public Works  
Mike Taylor, Assistant Township Manager

**Township Commissioners**

Bob Gillies – Liaison to committee  
Peter Wilson

**Municipal Campus Advisory Committee members**

Lew Salotti, chair  
Mary Holland, vice chair  
Mara Baird  
Joy Bergey, recording secretary  
Bill Drayton  
Dan Supplee

Lew Salotti called the meeting to order.

The draft RFP for architectural and engineering services developed by Mary Holland was discussed. Mary will incorporate the changes agreed to by the committee and send the revised RFP to Don Berger. Don will have the Township solicitor review the RFP, and then send it to the Commissioners for discussion at their February 10 workshop meeting.

Commissioner Gillies suggested the RFP should request not just prices for developing plans for the public works and library facilities, but also an option for developing plans for the police and administrative facilities as well. Bob will discuss this at the February workshop with the Commissioners, and instruct the committee on whether to include the police/administrative option in the RFP before it's issued.

Don B. and Mary will develop a schedule for sending the RFP out to the architectural firms and collecting their proposals, once the Commissioners have approved the RFP.

The Vitetta Final Master Plan report will be included with the RFP.

The committee decided to hold off on issuing the RFP for a construction manager until the architect has been selected, since we may want to have the chosen architect advise us on that RFP.

The committee discussed adding more people to the committee, but decided to hold off on that.

The committee unanimously elected Mary Holland as chair, Lew Salotti as vice chair, and Joy Bergey as recording secretary for 2014.

The next meeting will be on Wed., February 19 at 7:00 p.m.

The meeting was adjourned.

Respectfully submitted,

Joy Bergey