

Springfield Township Municipal Campus Advisory Committee

Meeting Minutes

April 16, 2014, 7:00 PM, Township Building

Attendees:

Township staff

Don Berger, Township Manager
Marycatherine McGarvey, Library Director
Mike Taylor, Assistant Township Manager

Municipal Campus Advisory Committee members

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

Residents

Michael Heffernan

Mary Holland called the meeting to order.

Don Berger reported on the pre-proposal meeting held on April 10 with potential respondents to the RFP. All four firms that we've invited to respond attended the meeting.

Don shared with the committee a draft of Addendum #1 to the RFP that he developed in response to questions that arose at the April 10 meeting. The committee made suggestions to the addendum, which Don will incorporate, and then send to the four respondents.

Staff will draft and circulate a checklist that the committee can be used to evaluate the proposals.

- Mon., May 5: Proposals due from the four firms. Don will make these available to the committee electronically.
- Mon., May 19, 7PM – Committee will meet to discuss our reactions to the proposals.
- Wed., May 28, 7PM – Board of Commissioners will conduct interviews with the four firms. All committee members urged to attend.
- Wed., June 4, 7PM – Committee will meet to formulate our recommendations to the commissioners (This will serve as our June meeting).
- Mon., June 9 – Board of Commissioners workshop meeting to discuss the interviews (and our recommendations, we hope).
- Wed., June 11 – Board of Commissioners business meeting to identify the chosen firm. It is anticipated the board will give authorization to proceed.

The committee and staff developed a list of questions to be asked of the respondents at the May 28 interviews. Staff will circulate these questions to the committee and commissioners in advance of the interviews.

The meeting was adjourned.

Respectfully submitted,

Joy Bergey