

Springfield Township Municipal Campus Advisory Committee  
Meeting Minutes

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

**In attendance:**

**Township staff**

Marycatherine McGarvey, Library Director  
Mike Taylor, Assistant Township Manager

**Municipal Campus Advisory Committee members**

Mary Holland, chair  
Lew Salotti, vice-chair  
Mara Baird  
Michael Heffernan  
Joy Bergey, recording secretary  
Dan Supplee

**Daley + Jalboot staff**

Tom Daley  
Christopher Greene

**Resident:**

Frank Hochmuth

Mary Holland called the meeting to order.

Now that Daley + Jalboot has been awarded the design contract by the township, Tom Daley presented the firm's near-term plans to do space programming, site investigation, and a review of the master plan. They are hoping to complete this work in September.

Ideas about potential community events were discussed, in order to get input from residents and get them excited about the project. We discussed having Daley + Jalboot lead a workshop for the public, incorporating more tours of the facilities that will be replaced/upgraded. Perhaps we will have a booth at Springfield Day, on Sunday afternoon, Sept 7, and distribute flyers about the project.

The need for a broad statement of purpose and objectives, perhaps in a brochure, was discussed, highlighting the biggest benefits of the enhancements:

- Improving quality of life for the residents, and
- Providing a heart physically for the community.

Daley and Jalboot shared with the committee that the firm has reduced its fees for the project to the township by 7.2%, with no cuts in service.

**Construction manager**

There was lengthy discussion about how to proceed with hiring a construction manager (CM), now that the commissioners have approved this role.

The draft RFP for the CM was distributed to committee members and Daley + Jalboot staff at the meeting, who will review it and get their edits back to Mike Taylor by Friday, July 28.

Mary suggested we add a couple of summary paragraphs at the front of the RFP describing the

township's vision for what the CM will do, since this role can vary in different settings. The committee agreed that at some point, we should draw up the organizational chart for the project, showing how authority, responsibility and accountability flow, with the commissioners at the top, flowing down through staff, the CM, and the contractors.

The group worked through a calendar of activities and meetings for the next three months, in order to have the CM in place in a timely manner to work with Daley + Jalboot:

- August 11: Don Berger will present the edited RFP to the Board of Commissioners at their workshop meeting for their approval.
- August 13: The finalized RFP will be issued.
- August 20: Regular monthly meeting of the Municipal Campus Advisory Committee, with updates to be provided by Daley + Jalboot.
- September 17: Committee will meet to review the responses received to the RFP and decide who we want to interview.
- October 1: The committee will interview the chosen CM applicants and then make their recommendation to the Board of Commissioners on whom to select.
- October 8: The Board of Commissioners will choose the CM.
- October 15: The Township will have a signed contract in place with the CM.

The meeting was adjourned.

Respectfully submitted,

Joy Bergey