

Springfield Township Municipal Campus Advisory Committee
August 20, 2014, 7:00 PM, Township Building

In attendance:

Township staff

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

Municipal Campus Advisory Committee members

Mary Holland, chair
Lew Salotti, vice-chair
Mara Baird
Keith Fallon
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.

Mike Taylor reported on the status of the **Request for Proposal (RFP) for the Construction Manager (CM)**. The Commissioners approved the RFP, and it was distributed publicly on August 13. Questions from interested parties are due to the township by August 29, and proposals are due by Sept. 6. The committee will meet September 17 to review the proposals and recommend to the Commissioners which firms should be interviewed on October 1.

Tom Daley provided an update on **Daley + Jalboot's activities since our last meeting:**

- Programming meetings with each user group (police, admin, library, public works) were held this past month and, based upon these meetings, D+J distributed the preliminary results on program needs. The user groups will be asked to review the draft program reports and respond with their comments by Sept 5.
- Staff and D+J are in the process of making site visits to various facilities to assess building layouts and features, and to obtain feedback from the users.

We developed a plan for the committee to participate in **Springfield Community Day on Sun., Sept 7**, from 11 a.m. to 2 p.m. Don B. has reserved a table for us. Mary, Lew, and Joy will staff the table. We'll have a couple of foamboard displays showing the latest master plan as well as some photographs of the campus that show the buildings' problems. We'll have a sign-up sheet for interested residents to provide their names and email addresses to be added to a distribution list to be created by Mike Taylor. Staff will prepare the displays and sign-up sheet. Mary and Joy will prepare a fact sheet with pertinent background info to be referenced by committee members working that day.

We discussed how and when we should schedule the next public meeting (beyond Community Day), but concurred that we're a bit too early in the process to schedule this

Key dates for this committee for the next two months:

- 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 are expected to choose the CM.
- October 15: The Township will have a signed contract in place with the CM.
- October 15: Regular monthly meeting of the Municipal Campus Advisory Committee, with updates to be provided by Daley + Jalboot.

The meeting was adjourned.

Respectfully submitted,

Joy Bergey