



TOWN COUNCIL MINUTES

SPECIAL MEETING

May 12, 2016 @ 6:00 p.m.

The Kure Beach Town Council held a special meeting for the purpose of reviewing proposals received from five architectural firms to provide design services for the town hall expansion and a new fire station. There was a quorum of council members present. The town attorney was not in attendance.

COUNCIL MEMBERS PRESENT

Mayor Emilie Swearingen
Mayor Pro Tem (MPT) Craig Bloszinsky
Commissioner David Heglar
Commissioner Joseph Whitley
Commissioner Jim Dugan

STAFF PRESENT

Finance & Budget Officer (FO) – Arlen Copenhaver
Town Clerk – Nancy Avery
Building Inspector – John Batson
Police Lieutenant – Mike Bowden
Deputy Town Clerk – Nancy Hewitt

CALL TO ORDER

Mayor Swearingen called the meeting to order at 6:00 p.m. She suggested council develop evaluation criteria by which each firm will be measured. Council decided upon the following criteria, ranked by importance, as follows:

1. MOST IMPORTANT CRITERIA

Overall experience; comparable buildings and experience with public safety requirements; references from previous jobs; code violations in finished projects; number and cause of change orders; difference between the plan's budget and the final cost of the project; current workload; bonded/insured.

2. SECONDARY IMPORTANCE CRITERIA

Size of workforce; type of staff (outsourced or in-house); experience working in Kure Beach and on the island as a whole; the interaction KB staff has already had with firm representative(s); this project's size in relation to firms' typical project size; language in typical contracts.

3. TIE-BREAKER CRITERIA

Location of firm and proposed cost.

Mayor Swearingen suggested narrowing down the list of firms to be considered. The following suggestions were made:

LOWEST ON THE LIST

- Mayor Swearingen said Stewart, Cooper, Newell (SCN) is lowest on her list because it is located extremely far away and has the highest cost.



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- MPT Bloszinsky said Alternative Architecture, PA (AA) is the lowest on his list because they didn't provide their list of deliverables nor outline their process.
- Commissioner Heglar said SCN is the lowest on his list because, although they have more fire experience, they are located farthest away and have the highest cost.
- Commissioner Whitley said SCN is the lowest on his list because of their high cost.
- Commissioner Dugan said AA is the lowest on his list.

SECOND LOWEST ON THE LIST

- Mayor Swearingen said her second lowest is AA.
- MPT Bloszinsky said his second lowest is Bowman, Murray and Hemingway Architects (BMH) because they didn't give detailed information in their proposal as to who they would use for engineering and supportive services.
- Commissioner Heglar said his second lowest is AA.
- Commissioner Whitley said his second lowest is Oakley Collier.
- Commissioner Dugan didn't have a second lowest.

COUNCIL CONSENSUS – Council decided to eliminate Alternative Architecture and Stewart, Cooper and Newell from the list of firms to be considered.

Council chose their favorite firms, making the following comments:

- Mayor Swearingen said BMH and Oakley Collier are her top choices. She said she liked the number of staff BMH has, they have a civil engineer and they have a lot of oceanfront experience. She said Oakley Collier has the same experience. She said she thought Becker Morgan's design was the same in all of their buildings and that they didn't seem very creative.
- MPT Bloszinsky said his top choice is Oakley Collier because they will roll half of their fee into the project if it moves forward and their cost per square foot is reasonable. He added that, for the last five years, they've been within two percent of their initial estimates, and 65 percent of their work has been renovations. He said he thought the building Becker Morgan did for the volunteer fire department in Berlin, MD, was one of the most creative designs he has seen.
- Commissioner Dugan said Becker Morgan has completed a number of fire stations in Wilmington and they have a staff member who works with the National Fire Protection Association. He said, although they are in Wilmington, he didn't like that they are also located in two other states; but it shows they have a large staff.
- Commissioner Whitley said his top choice is Becker Morgan because they have nice buildings in Wilmington and their costs are reasonable. He said BMH is a close second.
- Commissioner Dugan said Oakley Collier seems to have the largest amount of coastal buildings and fire stations on their list, with a nice amount of communication centers, police departments and town hall upgrades.



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- Inspector Batson said that the firms council is considering have recently-built fire stations, so they probably already have contractors with whom they have a good working relationship who could bid on the project. He said he liked Becker Morgan immediately because they sent an architect about whom he had an immediately good impression. He said BMH also sent out an architect, but Oakley Collier only sent out a site person. He said that the three firms council is considering are the right ones.
- Town Clerk Avery said she agreed with Inspector Batson and stated they talked to the representatives and showed them around the site, and they immediately came up with some good ideas. She said she didn't like that BMH specified they would only have two meetings with staff in their proposal, but she likes their buildings.

Discussion ensued about the merits of the buildings that the firms designed.

Commissioner Heglar asked the town clerk if there was a deadline to decide on a firm, to which she responded that it is up to council if they want to set one.

FO Copenhaver said council hasn't committed any money for the actual building project, they've only committed funding for the architectural design services from the current budget.

Discussion ensued about arranging for interviews with the three firms, with MPT Bloszinsky recommending that he and Commissioner Dugan visit some of the recently completed buildings, accompanied by town staff members, before determining how to proceed.

Inspector Batson stated that the person in charge of the project should be the person who comes to the main interview. He said council should come away from the interviews feeling like the firms are making Kure Beach their first priority.

Council listed the following action items needed before choosing an architectural firm:

MAY COUNCIL MEETING

- Town Clerk Avery is to prepare a spreadsheet that contains the evaluation criteria council will use to determine which firm to choose.

BEFORE JUNE COUNCIL MEETING

- MPT Bloszinsky and Commissioner Dugan, along with town staff from the police, fire and/or building inspections departments, will visit at least one recently completed building from each firm. They are to email their findings to council.
- Town attorney will advise if council can hold a closed session to discuss firm selection.
- Firms are to submit their typical contract for the town attorney to review and give feedback to council.



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JUNE COUNCIL MEETING

- Council will either decide on a firm to contract with or choose the firms they wish to interview.

Mayor Swearingen asked if council wanted to set a deadline for finishing the firm selection, to which Commissioner Heglar responded that staff would probably rather wait until after the summer season to work with an architect on a design concept.

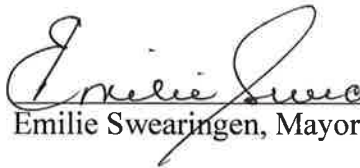
ADJOURNMENT

MOTION – Commissioner Heglar moved to adjourn.

SECOND – MPT Bloszinsky

VOTE – Unanimous

The meeting adjourned at 7:02 p.m.


 Emilie Swearingen, Mayor




 Nancy Hewitt, Deputy Town Clerk

NOTE: These are action minutes reflecting items considered and actions taken, by Council. These minutes are not a transcript of the meeting.