VOTING MEMBERS
Bob Van Slyke, School Board Member
Merrill Sanford, CBJ Assembly Member
Jeff Bush, CBJ Assembly Member
Mary Becker, School Board Member
Bill Peters, School Board Member
David Stone, CBJ Assembly Member

EX OFFICIO MEMBERS
Peggy Cowan, Facilitator/JSD Superintendent
Roger Healy, CBJ Engineering
Fred Wilson, JSD Facilities/Maintenance Supervisor
Donna Pierce, CBJ Deputy Manager
Gary Gillette, CBJ Engineering
Gary Epperson, JSD Business Manager

GUESTS
Sarah Lewis, CBJ Engineering
Andi Story, School Board Member
Eric Fry, Juneau Empire
Rhonda Befort, School Board Member
Bruce Botelho, Mayor
John Hartle, CBJ Attorney
Laurie Berg, Public

CALL TO ORDER
Superintendent Cowan called the meeting to order at 12:03 pm in the School Board Conference Room.

APPROVAL OF AGENDA
The agenda was approved as presented. There were no objections.

APPROVAL OF MINUTES
Merrill Sanford moved to approve the minutes of the September 7, 2004 meeting as presented with the correction of “Gary Gillette briefly overviewed” to “Gary Gillette provided a brief overview”. Motion passed with unanimous consent, there were no objections. (Motion Passed)
ACTION ITEM: DISCUSSION ON NEW HIGH SCHOOL AT DIMOND PARK - DESIGN CONSULTANT

A draft memorandum regarding the New High School comparison of procurement methods to employ architects was distributed to the Committee. The purpose of this memorandum is to outline the considerations for the Assembly and School Board to make their decision in the selection process for an architect.

Donna Pierce explained that this selection process is required because of the initiative being adopted by the voters. To meet compliance, the ‘old’ project was completely closed out and funds were transferred to a project called “New High School Project”.

John Hartle, CBJ Attorney, overviewed the CBJ purchasing code, which establishes a competitive (RFP) process as the default, yet still allows for waiving this process when appropriate under CBJ 53.50.090, Exceptions to competitive sealed bidding and submission of quotations. This section applies specifically to architects, meaning that the bidding requirement of the code does not apply to architects in general.

Options available for selecting an architect are the Request for Proposals (RFP) process and the option of skipping the RFP process and directly selecting the architect who has previously been working on the project, Minch, Ritter, Voelckers/Fanning & Howey (MRV/FH), to begin work immediately.

While the default under the ordinance is a competitive process, the Code clearly contemplates waiving the RFP process when it would be to CBJ’s advantage. There are legal risks involved in bypassing the standard process, yet the cost savings for the project would be great.
There are many assumptions made that CBJ/JSD staff are in the process of quantifying. The assumptions made will be reviewed and commented on by an independent architect familiar with the project: the Peer Review Architect.

**ACTION ITEM:**
CONTINUED DISCUSSION ON NEW HIGH SCHOOL AT DIMOND PARK–DESIGN CONSULTANT

Some considerations to be made before selecting the process for hiring an architect are:

- **Scope** – consideration is taken on square footage or size of building, changes to physical characteristics, and programmatic use. Flexibility is a key educational concept to provide for diverse ways of organizing the learning environment and allowing for the facility to expand for future growth.

- **Recoverable Design** – takes into consideration how much of the ‘old’ design can easily be recovered and formed into the roughly 25% reduction of the building size. CBJ/JSD staff supports retaining the existing site layout as much as possible.

- **Hiring of Architects** – There are three methods available for consideration in hiring an architect to lead the design team:
  - Request proposals from a new design team.
  - Request proposals from qualified architects only.
  - Hire MRV/FH directly through non-competitive methods.

- **Design Fee** – Consideration is taken in the architect’s ability to efficiently recover the design decisions and documents from the ‘old’ design.

- **Schedule and Budget** – Delays in the project are taken into consideration as delays add additional costs. Based on a 5% building cost index, $150,000 per each month of delay could be expected.
Previously, MRV was selected competitively on the new high school design and has led the design on the JDHS renovation and the Juneau Police Station. Thus a recommendation should be made in cognizance of past performance.

**ACTION ITEM:**

**CONTINUED**

**DISCUSSION ON NEW HIGH SCHOOL AT DIMOND PARK—DESIGN CONSULTANT**

From a cost and schedule perspective there is sufficient evidence that hiring MRV/FH through a non-competitive method is convincing.

The potential legal implications and public perceptions of hiring the school architect non-competitively against a roughly calculated schedule and budget savings is a real concern to be weighed.

Because of the significant budget and schedule benefits, CBJ and JSD staff recommends hiring the MRV/FH design team through non-competitive methods.

A legal challenge to this proposal could stall the project, and destroy any perceived cost and schedule savings.

Discussion followed. CBJ Attorney, John Hartle, stated that a protest is not anticipated.

*Bob Van Slyke moved and Bill Peters seconded the motion to accept CBJ/JSD Staff recommendation on the hiring of the Design Consultant, MRV/FH, for the new High School. Motion passed with unanimous consent, there were no objections.* (Motion Passed)
DISCUSSION ON JSD/CBJ PROTOCOL ON FACILITIES DESIGN AND CONSTRUCTION

Superintendent Cowan recapped a previous joint meeting with JSD/CBJ staff regarding their relationship over facilities. At the meeting the request was made for staff to move forward with the idea of implementing a specific design protocol for each project, rather than a generic one; as each specific project may require different relationships.

A draft Planning and Design Protocol for the New High School at Dimond Park and the Renovation of Juneau Douglas High School was distributed for review and will be on the agenda of the next Project Team meeting for discussion. (Available upon request)

DISCUSSION OF PROJECT TEAM MEETING SCHEDULE

Superintendent Cowan suggested changing the Project Team meeting schedule from the first Tuesday of each month to the second Thursday. The time and place would remain the same, noon at the Juneau Fire Hall.

As in the past, the alternate days would still be reserved if a second meeting for the month was required.

Assuming the new schedule change, this alternate day would be the fourth Thursday.

NEXT SCHEDULED MEETING (S)

The next regular PT meetings are scheduled for 12:00 Noon in the Juneau Fire Hall Conference Room as follows:

➢ December 9, 2004
➢ January 13, 2005

Note: Meetings have permanently been changed to the 2nd Thursday of each month

NEXT MEETING AGENDA ITEMS

- Action Item - Staff Recommendation on Project Team Protocol
- JDHS Renovation Phase II
- JDHS 1% for Art
- Information on DEED Application for New High School
There being no further business, Superintendent Cowan adjourned the meeting at 1:02 PM