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MINUTES

Special Meeting of the Board of Commissioners
Pool's Long Range Planning (Formerly MCIP) Committee
Fidalgo Pool and Fitness Center
Tuesday, July 5, 2016, 5:00 p.m.
The Public was invited.

CALL TO ORDER

The meeting was called to order by Co-Chair Jeremy McNett at 5:10 p.m.

Committee Members Present: Dr. Mick Donahue, Executive Director Marilyn Stadler, Maintenance Manager John Little, Aquatic & Fitness Manager Carla Bigelow, Sandy Hatfield, Keith Rubin, and Christine Mathes
Committee Members Absent: Commissioner Mel Larsen, Commissioner David Way, Libby Grage, David Lervik

Public: None

PUBLIC COMMENTS

None

APPROVAL OF MINUTES

The Special Board of Commissioners minutes from the May 24, 2016 meeting were reviewed by the Committee.

MOTION: A motion was made and seconded (DONAHUE/BIGELOW) to approve the minutes from the May 24, 2016 meeting. The motion passed unanimously.

REQUEST FOR QUALIFICATIONS (RFQ)

- **Review the RFQ** – Executive Director, Marilyn Stadler shared an email from Libby Grage concerning the RFQ document for architect services, which was posted on the pool's website for review before the meeting. The email included the following items:
 1. Did the name of the district officially change to Fidalgo Pool and Fitness Center District?
 2. Do we want to say anything about experience with the public outreach aspects of the process? Or do we want this consultant to be involved in that?
 3. Do we want the consultant to work on stakeholder relations and consider those needs in the planning process (such as Hospital, School District, etc.)?
 4. Should we have any more tentative timeline information on the RFQ? (such as selection process, desired project completion deadline).

Fidalgo Pool & Fitness Center District is our official name, and was changed several years ago. Though Ms. Grage's second, third, and fourth inquiries are answered in the agreement, the committee stated that these need to be also mentioned in the RFQ.

Commissioner McNett will adjust the language in the scope of services to reflect more accurately what we are seeking from an architect firm.

- **Submission** should be moved to August 15, 2016. A core group of members from the Long Range Planning Committee will screen the most highly qualified firms from those submitted, conduct interviews with potential awardees, and will recommend a selection to the Commissioners. The recommendation to the Board will be made at their regular meeting of the Commissioners on October 6, 2016. If the Commissioners chose to accept the recommendation and hire the candidate, the firm will be notified after the meeting.
- **Advertising Method** – The full page RFQ will be sent for post in the Seattle Daily Journal of Commerce. The ad will be emailed to firms that we know work with aquatic, fitness and recreational designs and to the local American Institute of Architects (AIA) for circulation. A small ad directing qualified candidates to the RFQ on our website will also be placed in the Skagit Valley Herald and Anacortes American. The plan is to have the RFQ revised by Thursday, July 7th to discuss with the Board of Commissioners at their regular meeting that evening and then circulate the information on Friday, July 8, 2016.
- **Consultant Agreement** - An example of a potential consultant agreement was shared by Executive Director Stadler. Sandy Hatfield asked if language could be removed that is not imperative to the contract, such as the pollution clause. The Committee decided that the agreement will be revised with the consultant and be more reflective of our needs and circumstances.
- **Qualification Matrix and Interview Questions** – Executive Director Stadler and Commissioner Jeremy McNett will work on a qualification matrix to rank candidates and will prepare questions for the interview process.

MOTION: A motion was made and seconded (MCNETT/RUBIN) to revise the RFQ based on the recommendations made at the meeting and circulate the advertisement with the Seattle Daily Journal of Commerce, AIA, Skagit Valley Herald, Anacortes American and specific firms that provide this type of work. The motion passed unanimously.

CONTACT TEAM – CORE GROUP

- **Purpose** - A core group of LRP committee members will screen submissions, interview candidates and make a recommendation for hire.
- **Members** - Executive Director Stadler and Keith Rubin have agreed to be on the team. It was decided that the rest of the team should be made up of non-employees and limited Commissioners. Executive Director Stadler will contact members of the LRP Committee to participant after she receives submittals.

NEXT STEPS

- Executive Director Marilyn Stadler will engage Libby Grage, Christine Mathes and Commissioner McNett in updating the RFQ.

- The advertisement for the RFQ will be circulated on Friday, July 8, 2016.
- Commissioner Jeremy McNett and Executive Director Marilyn Stadler will develop a qualification matrix and interview questions for the candidates.
- The team will be developed once the submittals from candidates are received.
- After the team selects a candidate, the Long Range Planning Committee will review recommendation before presented to the Board of Commissioners.
- A recommendation will be give to the Commissioners at their regular meeting scheduled for October 6, 2016.

ADJOURN

MOTION: A motion was made and seconded (RUBIN/MCNETT) to adjourn the meeting at 6:10 pm. The motion passed unanimously.

The next schedule meeting of the Special Meeting of the Board of Commissioners – Long Range Planning Committee is to be determined.

RFQ/Architectural Design Services Fidalgo Pool & Fitness Center

NOTICE TO CONSULTANTS - REQUEST FOR QUALIFICATIONS

Fidalgo Pool and Fitness Center (FPFC) District seeks site planning and architectural design services for the renovation and upgrade of its current facility and potentially new construction to provide additional programs to the community. The work will consist of the development of a master plan and financing strategy.

Scope of Services: Fidalgo Pool & Fitness Center, a 22,000 square foot facility, was built in 1975. The Board of Commissioners of the District desires to select a full-service firm or team who will be available to assist with the development of a master plan including, but not limited to: a) all aspects of architectural concept design based on: the District's prior and recent feasibility, survey and public workshop research; anticipation of future growth of the community and trends in aquatics and fitness; and consideration of potential partnerships in meeting community health and recreation needs; b) business planning including cost estimating, financial implications of various program and facility elements, and anticipated recovery costs for each; c) space planning; d) setting performance goals to achieve energy and operational efficiency; and e) providing other similar deliverables that will be discussed prior to candidate selection. This project needs to be designed in a manner to permit construction in phases that align with program priorities and funding.

To be considered for selection, prospective consultants are to provide six (6) copies of their submittals containing the following data, which will be used to help award the contract.

1. Demonstration of recent projects of similar design, mastering the complexity of such projects, experience with public works projects including prevailing wage, and specific work with aquatic, fitness and recreational centers.
2. Specialized experience and technical competence, including that of any partners and associates.
3. Capacity and capability of the firm to perform the tasks requested, as well as any specialized services, within the timeline established for work completion.
4. Firm's past record of performance with respect to control of costs, quality of work, design, appearance, utility and the ability to meet time schedules.
5. Evidence of meeting a requestor's overall performance goals for the completed conceptual design.
6. Experience with public outreach with aspects of the design process.
7. A list of references.

The Long Range Planning Committee appointed by the Fidalgo Pool & Fitness Center Board of Commissioners will screen the most highly qualified firms from those submitted, conduct interviews with potential awardees, and will recommend a selection to the Commissioners for hire.

For more information, please contact Marilyn Stadler, Executive Director at 360-293-0673 or mstadler@fidalgopool.com.

Date and Time: Signed hard copied submittals must be sent to Fidalgo Pool & Fitness Center, ATTN: Marilyn Stadler, 1603 22nd Street, Anacortes, WA 98221 and received by 3:00 p.m., August 15, 2016. Final selection of the consultant will be made by the Fidalgo Pool and Fitness Center Board of Commissioners on October 6, 2016.

RFQ

Fidalgo Pool and Fitness Center (FPFC) District is seeking site planning and architectural design services to assist in the development of a master plan and financing strategy for our facility. Request For Qualifications procedure can be found on the home page of FPFC's website – fidalgopool.com.