

CONSULTANT SELECTION COMMITTEE

10/1/2019 | 1:00 PM

The meeting of the Consultant Selection Subcommittee was called to order at 1:03 p.m. in the Council Committee Room, located at 3600 Tremont Road by Chairperson Greg Comfort.

MEMBERS PRESENT: Subcommittee Chairperson Greg Comfort, Task Force Chairperson Nick Lashutka, Linda Mauger, Matthew Rule, Bill Westbrook, and Task Force Chairperson Margie Pizzuti*

MEMBERS ABSENT: None

STAFF PRESENT: Parks & Recreation Director Debbie McLaughlin, Parks Planning & Development Manager Jeff Anderson, Public Service Director & City Engineer Jacolyn Thiel

1. Approve minutes of the Selection Subcommittee from the August 27, 2019 meeting

Mr. Westbrook moved, seconded by Ms. Mauger, to approve the minutes of the August 27, 2019 Consultant Selection Subcommittee Meeting.

VOTING AYE: Comfort, Lashutka, Mauger, Rule, Westbrook

VOTING NAY: None

ABSENT: Pizzuti

Motion carried.

*Ms. Pizzuti arrived at 1:09 p.m. and was present for all subsequent business.

2. Review Request for Qualifications (RFQ) Submissions

a. Discussion of Short Listing Submissions for Interviews



Subcommittee Chair Comfort led a discussion about the RFQ submissions. He recommended that rather than going through individual scores for each submission, the subcommittee members should discuss their top ranked firms that should be considered to interviews. Five subcommittee members shared their top three firms. A composite of the rankings is as follows:

Consultant Name	Number of Members Ranking in the Top 3
Perkins & Will	5
Brandstetter Carroll, Inc.....	4
Williams Architects.....	4
Legat Architects.....	1
Moody Nolan.....	1
MSA Design.....	0

Further discussion was held on the strengths and weakness of each submission.

b. Interview Process

Subcommittee Members decided that three consultants should be brought in for interviews and identified Brandstetter Carroll, Perkins & Will, and Williams Architects as the top three submissions.

Subcommittee Members discussed the interview process, including a list of questions that should be included in the interview and provided to Consultants beforehand. The questions are as follows:

1. Discuss how your team has worked together in the past and how do you plan to work together on this project? Who will be the primary contact for the task force?
2. Further discuss your team's experience with collaboration and partnerships, including public/private partnerships.
3. Please describe your community engagement plan for this project. Include specific examples of past successful public engagement processes that your team has led.
4. Do you plan to include a statistically valid survey as part of your process? If so, please explain key questions that you feel should be included.
5. Given your understanding of the project at this time, walk us through a recommended schedule and timeframe.
6. Highlight your experience with community centers in urban / infill settings and redevelopment projects.



7. Provide examples of your experience with a community center that serves as a mixed-use facility. This may include facilities that have a wellness /medical component.
8. Explain how you view the difference between a multi-generational facility versus an intergenerational facility? Between a recreation center and a community center?
9. What does “human centered design” mean to you?
10. How would you write the narrative for this project? What can be different about this process versus past efforts in Upper Arlington?

The format of the interviews was discussed. Subcommittee Members decided that interviews should be 60 minutes long. The first 30 minutes should be for the Consultants to introduce themselves and to answer the pre-provided questions. The second 30 minutes would be reserved for general questions and answers.

* * *

The meeting was adjourned at 2:46 p.m.

Chairperson

ATTEST: _____
Secretary

