

**CHARTER TOWNSHIP OF WHITE LAKE
DRAFT Minutes of the Special Board of Trustees Meeting
December 15, 2022**

Supervisor Kowall called the meeting to order at 5:15 p.m. He then led the Pledge of Allegiance.

Clerk Noble called the roll.

Present: Rik Kowall, Supervisor
Anthony L. Noble, Clerk
Mike Roman, Treasurer
Scott Ruggles, Trustee
Liz Smith, Trustee
Andrea Voorheis, Trustee
Michael Powell, Trustee (late arrival)

Also Present: Sean O'Neil, Community Development Director
Lisa Hamameh, Township Attorney
John Gaber, Attorney
Hannah Micallef, Recording Secretary

AGENDA

It was MOVED by Trustee Ruggles, SUPPORTED by Clerk Noble to approve the agenda, as presented. The motion PASSED by voice vote (7 yes votes).

PUBLIC COMMENT

None

NEW BUSINESS

A. CONSIDERATION OF REQUEST FOR PROPOSAL (RFP) FOR CONSTRUCTION MANAGER AT RISK SERVICES (CMR) - PUBLIC SAFETY BUILDING AND TOWNSHIP HALL

Treasurer Roman said the package presented gave the Township flexibility. He added he went over the details with formatting and numbers, and the reason for tonight's meeting was to give the other trustees time to ask and leave comments.

Trustee Ruggles stated that the timeline looked to be shortened. Treasurer Roman said the timeline was bound to change. Trustee Ruggles asked if a shortened timeline would affect the responses received. Director O'Neil said he consulted several firms regarding the timeline, and the consensus was 30-45 days was enough time to receive responses. Supervisor Kowall said in his experience, the window presented was big. Director O'Neil said the RFP was well organized and it would help potential firms submitting.

Charter Township of White Lake
Special Board Meeting
Unapproved Minutes of December 15, 2022

Attorney Gaber said the RFP provided a budget for the respondents so the respondents would know exactly what the Township would contribute monetarily.

Treasurer Roman said the goal for the RFP was to give respondents a ball park, and the respondents would give the Township their proposed fees to act as a construction manager only. Attorney Gaber said the fees were broken down within the RFP.

Clerk Noble said there was language that would state "not to exceed \$35,000,000.00" to eliminate overages from the construction manager's side.

Treasurer Roman said once the Township decided on a construction manager, a guaranteed maximum price would need to be settled on. The bonding attorneys wanted final drawings done before the Township could go out for a bond. The plan would be for the soft costs to be paid out of the improvement revolving fund. Borrowing could be done in more than one phase.

Attorney Gaber said from a timing standpoint, the architects would have 4-5 months to complete drawings, and then the drawings would be sent to the CMR .

Supervisor Kowall said Redstone Design would be integral to the design process as well. Director O'Neil said Redstone and Straub Pettitt would join forces to streamline the design process and work towards financial savings for both buildings.

Trustee Powell said it was critical that the Board not only rely on consultants, but for the Board to give input to the architects and the CM as well.

Clerk Noble said it was also critical to line up tradesmen for the project now to secure their work and pricing for the future construction of the buildings.

Supervisor Kowall said materials would need to be practical and not ostentatious.

Trustee Smith asked how updates would be given, and she wanted to be sure biweekly meetings were put in place to make sure everyone was on the same page. Attorney Gaber said it would be a part of the contract with the CM to update the Township frequently throughout the process.

Trustee Powell said there was a couple of ways for the Board to continue: to let the consultants move forward without input, or to have the entire Board involved. The work from the chosen CM would be presented to the Board for their input. Trustee Powell said the third option would be the subcommittee meeting biweekly, and then it would be the sub-committee's responsibility to update the Board.

Supervisor Kowall said it was his intention to have special Board meetings throughout the design process.

Trustee Smith said there would be a time commitment the Board would have to put in to be updated frequently, but it would be the most beneficial choice.

Treasurer Roman said the overall layout of the buildings was where the Board would really need to be involved. Director O'Neil said that would all be front end work, and it would be happening soon.

Supervisor Kowall said Redstone had provided designs already, and conceptual designs would be presented before the complete Board soon.

Treasurer Roman asked if the architects could provide a 3d rendering of the building. Trustee Powell said the CMR's should have the technology to present a similar rendering.

Trustee Powell said the document was written very well, but it was written like an attorney writes. He was concerned that some of the language in the RFP was restrictive, such as respondents having to submit clarification questions in writing. Humanity needed to go into the document, and there needed to be latitude within the RFP. He did not want to throw out a potentially good submittal for small clerical errors.

Attorney Gaber said there was ability for the Township to give discretion to minor errors.

Trustee Powell was concerned that staff should be able to answer questions regarding the RFP from respondents; the RFP instructions did not allow for it. Director O'Neil said he preferred for questions to be in writing so they could be published, but he was not opposed to answering a simple question over the phone. Specific questions would be answered in writing and published on the website.

Treasurer Roman added that the Board would be interviewing the CMs before one is hired. He suggested to ask a potential CM how they would provide updates and communication to the Board.

Trustee Ruggles said the input the Board would be the most involved with would be the design process. Attorney Gaber said that process would be about 4-5 months, and the Board would also need to be hands on with the GMP process.

Trustee Powell said that the design of the building would need to be a focus, and the in-house staff could oversee aesthetics like carpeting.

Trustee Ruggles asked if Director O'Neil was satisfied by the timeline. Director O'Neil said he might need a few additional days to publish the notice of RFP to the Oakland Press. Director O'Neil suggested publishing by December 21. He added that six to eight firms would be invited as well.

Trustee Powell suggested questions be submitted by January 18, 2023, and the deadline to receive the proposals from the respondents be changed to February 17, 2023. The tabulations would be due by February 24, 2023. The firm recommendation from the sub-committee to the Township Board would be the week of March 1, 2023. Township Board firm interviews would be the week

of March 13, 2023. The issue of notice to proceed to the successful respondent would be decided by the Board March 21, 2023.

The RFP would be published by December 22, 2022. The RFP would be on the township website and the Oakland Press on that date, and then also submitted to CAMS.

Trustee Smith suggested pursuing other nationwide websites.

It was MOVED by Treasurer Roman, supported by Trustee Powell, to approve the RFP as presented, with the exception of the anticipated milestone schedule. The RFP would be published by December 22, 2022. Questions be submitted by January 18, 2023, and the deadline to receive the proposals from the respondents be changed to February 17, 2023. The tabulations would be due by February 24, 2023. The firm recommendation from the sub-committee to the Township Board would be the week of March 1, 2023. Township Board firm interviews would be March 13 and 14, 2023. The issuance of notice to proceed to the successful respondent would be decided by the Board March 21, 2023. The motion passed with a voice vote: (7 yes votes).

ADJOURMENT

It was MOVED by Treasurer Roman, SUPPORTED by Trustee Smith to adjourn at 6:06 p.m. The motion PASSED by voice vote (7 yes votes).

Rik Kowall, Supervisor
Charter Township of White Lake

Anthony L. Noble, Clerk
Charter Township of White Lake