

**Town of Montreat
Board of Commissioners
Special Meeting
April 15, 2014
Left Bank Conference Room**

Commissioners present: Mayor Letta Jean Taylor
Mayor Pro Tem Mary Standaert
Commissioner Martha Campbell
Commissioner Tim Helms
Commissioner Jack McCaskill
Commissioner Ann Vinson

Town staff present: Ron Nalley, Town Administrator
Misty R. Gedlinske, Town Clerk
David Currie, Building Inspector/Code Administrator

Between four and seven members of the public were present throughout the meeting. Mayor Taylor called the meeting to order at 9:00 a.m. and held a moment of silence.

Agenda Approval

Mayor Pro Tem Standaert moved to adopt the meeting agenda as presented. Commissioner Campbell seconded and the motion carried 5/0.

Town Hall Facility Architectural Firm Candidate Presentations

The Board heard presentations from the following architectural design firm candidates for the Town Hall facility construction project:

- Mathews Architecture 9:00 a.m.
- Architectural Design Studio 11:00 a.m.
- Stewart Cooper Newell Architects 1:30 p.m.

For each presentation, the Mayor led introductions between the Board members, Town staff and members of each presenting firm. Each firm was given 30 minutes to make their presentations to the Board, followed by a question and answer period between the Board members and firm representatives. As part of their presentations, each firm was asked to summarize the main phases of their design process, demonstrate how their staff would present these design phases to the public and involve citizens throughout the process, describe how their firm would establish and convey mutual professional trust in dealing with the Town and public, and to illustrate their ability to perform the necessary work within a reasonable time frame. Each firm was also asked to provide information on the following general topics:

- The firm's current workload and how this project would be incorporated into that workload;
- Which staff members would work on the project and who would be the firm's project leader;
- Which subcontractors would be used and what role each would have in the design process;
- A description of similar projects the firm has completed;
- What values are most important to the firm in general and in their work with their clients;
- How their firm works to develop the trust of their clients and the public;
- Their impression of the Town's scope of services;
- The anticipated construction process length for a project of this scale and scope;
- How progress will be tracked;
- What steps will be taken to keep the project on schedule and within budget;
- A description of the challenges the firm sees in the project based on available information;
- The responsibilities the Town must assume in order to make its work with the firm successful.

During the question and answer periods, each firm was also asked more specific questions about their flexibility to adjust their process, deliverables, or choice of subcontractors, how they would address situations in which their firm disagreed with the Town's design decisions or if there was a strong difference of opinion between the Board members, and how the firm would ensure that residents are well-informed and given opportunities for input. The firms were also each asked about their credentials, qualifications and experience with Low Impact Development and LEED-certified projects, and their experiences with various forms of local government funding sources and Federal USDA grants and loans. Firms that were headquartered outside western North Carolina were asked to describe how they would remain available for questions, site visits and other project management responsibilities. Any further questions or comments from individual Board members to clarify points made during a particular firm's presentation were also addressed during the question and answer periods.

Recess

Mayor Taylor declared a lunch recess at 12:15 p.m. The meeting reconvened at 1:25 p.m. in preparation for the presentation from Stewart Cooper Newell Architects.

The Board members used individual rating sheets for each candidate to evaluate their presentations and interview responses. Once each Board member completed his or her rating sheets for each of the six candidates, staff compiled this data into a cumulative results form. The firm with the highest overall score was Architectural Design Studios.

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After discussion, Commissioner Helms moved to begin contract negotiations for professional architectural services for the Town Hall facility with Architectural Design Studios. Commissioner Campbell seconded and the motion carried 5/0. Contract approval will be scheduled for consideration at the May 8 Town Council Meeting.

Adjournment

There being no further business to discuss, Commissioner Helms moved to adjourn the Special Meeting. Commissioner Vinson seconded and the motion carried 5/0. The meeting was adjourned at 3:28 p.m.

Letta Jean Taylor, Mayor

Misty R. Gedlinske, Town Clerk