

**WHITEFISH FUTURE CITY HALL STEERING COMMITTEE
THURSDAY DECEMBER 13, 2012 9:30 A.M. TO 11:00 A.M.
CITY COUNCIL CONFERENCE ROOM
402 E. 2ND STREET**

1. CALL TO ORDER

Chairman Baccaro called the meeting to order at 9:30 a.m. Committee members present were Mike Jenson, John Muhlfeld, George Gardner, Ian Collins, Phil Mitchell, Robert Blickenstaff, Ross Anderson, Necile Lorang, Chuck Stearns, Vanice Woodbeck and Toby Scott who was through Skype. Members not present were Marcus Duffey. In the audience were Doug Rhodes, Richard Smith, Heidi from the Pilot, Karin Hilding and John Wilson.

2. APROVAL OF MINUTES FROM LAST MEETING

John Muhlfeld made a motion, 2nd by Necile Lorang, to approve the November 2, 2012 minutes. The motion passed unanimously.

3. DISCUSS COUNCIL WORKSESSION ON PARKING STUDY

City Manger Stearns went over the drawings from the feasibility study for a parking structure. He wanted to stress to everyone that these are pre-preliminary drawings and MMW are not our architects as they are working with Kimley-Horn. MMW would have to submit an RFQ just like everyone else.

The first sketch shows City Hall on 2nd Street with the entrance in the middle of the block. With this concept all the offices will have windows and the parking would be behind City Hall. Necile Lorang suggested that maybe the council chambers could be built above City Hall.

The second sketch shows City Hall on Baker on a single level with the parking above and behind. There could be retail along 2nd Street or 1st Street. This option would also have parking along Baker Avenue which could be designated 10 or 30 minute parking for customers.

Mike Jenson would like to see us buy land for the future as we really need to look ahead 20 to 70 years for future growth. Mike also mentioned creating a Special Improvement District. Downtown businesses will benefit from a new parking structure and they should contribute to that benefit.

Ian Collins stated he believes there should be a funding mechanism in place (Cash-In-Lieu or Impact Fee) for the parking structure. Ian also stated that he disagrees with the City purchasing land. The City doesn't invest the same as a private property owner would.

Toby Scott feels that surface parking would not be enough spaces because if you look at the existing 2nd and Spokane parking lot there are not enough spaces when there are events going on.

4. DISCUSS RFQ FOR ARCHITECTURAL SELECTION

Phil Mitchell asked if we were going out for RFQ's soon. City Manager Stearns said today we are going through the RFQ and looking to see if the wording is ok or if there might be some changes the committee would like done. We will be waiting to go out for the RFQ's until Council decides to do surface or structure parking.

John Muhlfeld would like to see on page 2 under minimum requirements #2 to add at the end of "Applicants may also cite other similar work such as buildings for County and/or State Government **and/or large private buildings.**"

After some discussion on energy efficiency projects the committee decided to add at the end of #2 "Brief description of projects done with energy efficiency."

Also on page 3 the committee decided to change the sentence which says The three highest ranked teams to say The three **to five** highest ranked teams.

John Muhlfeld made a motion, 2nd by Necile Lorang, to change the Evaluation of Qualifications #1 to 25% and #4 to 10% for ranking. The motion passed unanimously.

5. OTHER BUSINESS: None

6. COMMUNICATIONS FROM THE PUBLIC

Karin Hilding asked that they not forget about parking for the employees and they should have a defined area for them.

Doug Rhodes said this needs to be designed as one project as we do need a drawing card for the community.

Richard Smith said it is very important that the City knows how many parking spaces they will need at this site. Also a breakdown of the number of 10 to 30 minute parking, how many for employees and for the rest of downtown.

7. SET DATE AND TIME FOR NEXT MEETING

The committee felt it would be better to wait until after the council has made the decision on a parking structure or surface parking with the City Hall. City Manager

Stearns said this probably would not happen until the 1st meeting in March so Chairman Baccaro will keep everyone up to date with e-mails.

8. ADJOURNMENT

Meeting was adjournment at 11:25 a.m.

Handwritten signature of Sherri L. Baccaro in blue ink.

Sherri Baccaro, Chairman

Handwritten signature of Vanice Woodbeck in blue ink.

Vanice Woodbeck, Assistant City Clerk



WHITEFISH FUTURE CITY HALL STEERING COMMITTEE

**MEETING OF Thursday, December 13, 2012 9:30 – 11:00 A.M.
CITY COUNCIL CONFERENCE ROOM, 402 East 2nd Street**

- 1) CALL TO ORDER
- 2) APPROVAL OF MINUTES FROM LAST MEETING
- 3) DISCUSS COUNCIL WORKSESSION ON PARKING STUDY
- 4) DISCUSS RFQ FOR ARCHITECTURAL SELECTION
- 5) OTHER BUSINESS
- 6) COMMUNICATIONS FROM THE PUBLIC (limit 3 min. per person)
- 7) SET DATE AND TIME FOR NEXT MEETING(S)
 - a) January 2013
- 8) ADJOURNMENT



Alternate 1 - Aerial

WHITEFISH PARKING STRUCTURE & CITY HALL FEASIBILITY STUDY
SECOND STREET & BAKER AVE



DEC 3, 2012 M M W



Alternate 1 - Street View @ Second Street

WHITEFISH PARKING STRUCTURE & CITY HALL FEASIBILITY STUDY
SECOND STREET & BAKER AVE



Alternate 1 - Baker Ave & Second Street

WHITEFISH PARKING STRUCTURE & CITY HALL FEASIBILITY STUDY
SECOND STREET & BAKER AVE



Alternate 1 - Baker Avenue Facade

WHITEFISH PARKING STRUCTURE & CITY HALL FEASIBILITY STUDY
SECOND STREET & BAKER AVE

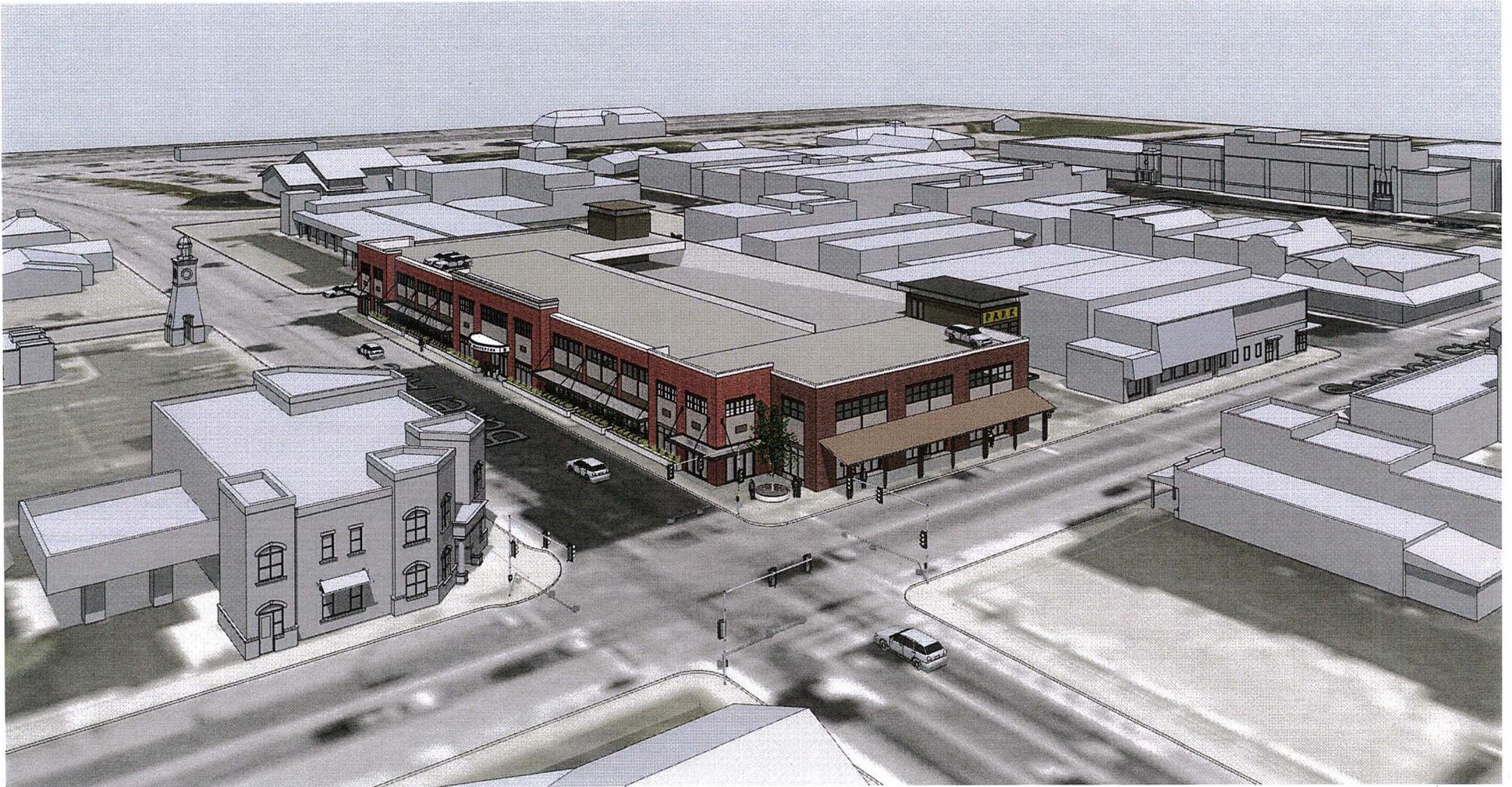


Alternate 1 - Baker Ave & First Street

WHITEFISH PARKING STRUCTURE & CITY HALL FEASIBILITY STUDY
SECOND STREET & BAKER AVE



DEC 3, 2012 M M W



Alternate 2 - Aerial

WHITEFISH PARKING STRUCTURE & CITY HALL FEASIBILITY STUDY
SECOND STREET & BAKER AVE



Alternate 2 - Retail @ Second Street

WHITEFISH PARKING STRUCTURE & CITY HALL FEASIBILITY STUDY
SECOND STREET & BAKER AVE



DEC 3, 2012 MMW



Alternate 2 - Baker Ave & Second Street

WHITEFISH PARKING STRUCTURE & CITY HALL FEASIBILITY STUDY
SECOND STREET & BAKER AVE



Alternate 2 - City Hall Entry @ Baker Ave

WHITEFISH PARKING STRUCTURE & CITY HALL FEASIBILITY STUDY
SECOND STREET & BAKER AVE



Alternate 2 - First Street

WHITEFISH PARKING STRUCTURE & CITY HALL FEASIBILITY STUDY
SECOND STREET & BAKER AVE

REQUEST FOR STATEMENTS OF QUALIFICATIONS
For Architects
For the Whitefish New City Hall

In accordance with Title 18, Chapter 8 of the Montana Code and adopted City policy for consultant selection, the City of Whitefish, Montana is seeking Statements of Qualifications from consultant design teams to provide project management, public involvement, analysis, design, and construction management services for the Whitefish New City Hall Project.

The City requires a team of design professionals, led by a Montana licensed architect, to design and manage construction of an approximately 18,000 – 21,000 square foot City Hall building for municipal City Council, administration, legal, Planning, Building Inspection, Public Works, Parks and Recreation, and other services. The building will be located on the half block where the current City Hall is located at E 2nd Street and Baker Avenue. Previous planning for this facility includes a space needs analysis and conceptual office space drawings. Copies of the general space needs summary and conceptual office layout drawings are attached. It is anticipated that the selected consultant team will update and revise the space needs analysis in consultation with City staff and the Future City Hall Steering Committee.

The City's goal is to award a consultant contract in 2013, work through 2013 to complete the design and determine a timeline for bidding and construction when design is complete.

Required Services

The required services may include but will not necessarily be limited to:

- Organization and management of public involvement activities.
- Preliminary design, alternatives analysis, and final design of facilities for municipal City Council, administration, legal, Planning, Building Inspection, Public Works, Parks and Recreation and other services.
- Preparation of various reports, cost estimates, construction drawings, specifications, and bid documents.
- Bid administration.
- Construction management, inspection, and testing.
- Coordination with City officials.

Closing Date and Mailing Address for Submittals

Statements of Qualifications will be accepted until 4:30 p.m. on Wednesday, _____ 2013, at the City Clerk's Office, City of Whitefish, 418 East 2nd Street, (P.O. Box 158) Whitefish, Montana, 59937. Submittals shall include nine (9) complete copies and one pdf copy on a CDR or thumb drive, each written proposal clearly identified as a Statement of Qualifications for the Whitefish New City Hall Project." Faxed proposals will not be considered.

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Minimum Requirements

As a minimum requirement, the Statement of Qualifications shall include the following:

1. A statement of the team's experience in project management, design, and construction management for buildings and facilities for municipal City Council, administration, legal services, Planning, Building Inspection, Public Works, Parks and Recreation and other services. Please indicate the proposed team's experience as a group, supplemented with pertinent experience of individual firms. Applicants may also cite other similar work such as buildings for County and/or State government.
2. A brief description of three projects involving municipal City Council, administration, legal services, Planning, Building Inspection, Public Works, Parks and Recreation and other services completed by the team or team leader since 1995, including the type of facility, location, scope of work, unique circumstances or features, project dates, and contact information. Applicants may also cite other similar work such as buildings for County and/or State government.
3. A team organization chart.
4. Resumes for the team's Project Manager and each supervisor, professional employee, and professional subcontractor who would be assigned to the project. Please describe each person's anticipated responsibilities, office assignment (location), and involvement in any of the three projects referenced in Item 2 above.
5. The address of the each office to which the project would be assigned.
6. Present and projected work loads through the December, 2014.

Please limit the Statement of Qualifications to no more than twenty (20) pages, not counting resumes.

Evaluation of Qualifications

The Selection Committee will rank each firm using the following criteria and information obtained from the Statement of Qualifications, references, and local knowledge.

1. Experience with project management and design for buildings and facilities necessary to provide municipal City Council, administration, legal services, Planning, Building Inspection, Public Works, Parks and Recreation and other services (20%)
2. Experience with construction management for projects as described above (20%)
3. Qualifications of the Project Manager and personnel who would be assigned to the project (15%)
4. Past work for the City of Whitefish (or similar projects for similar communities) (15%)
5. Location of personnel who would be assigned to the project (10%)
6. Present and projected work loads through the December, 2014 and capability to meet time and budget requirements (10%)
7. Clarity of submittal and responsiveness to the Request for Qualifications (10%)

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Copies of the complete Request for Qualifications, including detailed submittal requirements and selection criteria, can be obtained by contacting Chuck Stearns, City Manager, at 406-863-2406; P.O. Sox 158, Whitefish, Montana 59937; or cstearns@cityofwhitefish.org.

Publish WF Pilot

Wednesday, _____, 2013

Wednesday, _____, 2013

Wednesday, _____, 2013

Publish Kalispell Daily Interlake:

Sunday, _____, 2013

Sunday, _____, 2013

Sunday, _____, 2013

Sherri Baccaro

From: Chuck Stearns <cstearns@cityofwhitefish.org>
Sent: Thursday, December 06, 2012 2:28 PM
To: 'Sherri Baccaro'
Subject: FW: City Hall Site

Sherri:

Please put this email in the packet for the next City Hall Committee meeting. Thanks.

Chuck

From: George Crandall [<mailto:gcrandall@ca-city.com>]
Sent: Thursday, December 06, 2012 1:57 PM
To: Chuck Stearns; John Muhlfeld
Cc: Don Arambula; Jason Graf
Subject: City Hall Site

Chuck and John,

We reviewed the Kimley-Horn parking alternatives for the City Hall site, as they relate to our ongoing work. Our review considered big picture land use, architectural and parking issues. Our observations are as follows:

- 1) The street frontage along 1st Street should be retail/commercial space as part of the linkage from Central Ave. to the Railroad District.
- 2) The most efficient City Hall design will be on one floor, on the ground, as stairways and elevators will not be needed.
- 3) The City hall should be in a compact one floor configuration on the south end of the site.
- 4) Some City parking could be accommodated on the ground floor with access off of the alley.
- 5) Structured parking should be considered for the second and third levels.
- 6) A 300 foot long building, with its horizontal massing, will be inconsistent with Whitefish's intimate vertical scale. The 300 foot long façade should be articulated as three or more forms to create the impression of smaller buildings, consistent with the Whitefish character.
- 7) The dead end parking configurations, shown in all the alternatives, are not grandma-friendly. There are other efficient circulation patterns that are grandma- friendly.

We understand that the city intends to select a City Hall architect through an RFQ and competition process. None of the alternatives is suitable as a framework for informing the competition. We believe that the City will be best served if a preferred fundamental design framework is developed, prior to the competition, so that all the finalists are playing by the same rules.

Give me a call if you have any questions.

Thanks.

George

George Crandall, FAIA, Principal

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