

Minutes of
Jackson County Commissioners
SPECIAL MEETING
July 19, 2016
Noon

Present: Commissioner Matt Reedy & Commissioner Jerry Hounshel
Absent: Commissioner Tom Joray

Purpose: Architect meeting for the Court Expansion Project.

Commissioner Matt Reedy called the meeting to order at Noon.

Dan Zuerner and Mitch Hannum with Garmong Construction Services discussed the timeline of the Judicial Court Expansion Project, the location of the project and the RFP that was issued to the architects. Zuerner stated that RFP's has been issued to 19 firms with 7 responding.

Zuerner informed Commissioners that proposals are due July 29th, 2016.

An Executive Session will be held on August 2nd 2016 to evaluate the proposals beginning at 3pm at the Court Annex.

An additional Executive Session will be held on August 9th, 2016 from 9am – 11:30 am at the Planning & Zoning office to interview firms. A Special Meeting will follow from 11:30 – Noon to announce the selected architect.

Please see attached 'Exhibit A' for further timeline items.

Discussion was held about acquiring the Middendorf property, which is located beside the current Public Defender's office. County Attorney Susan Bevers is to contact Max Middendorf to see if he is willing to sell this property.

At 1:15PM, architects from various firms joined the meeting and Introductions were held. Commissioner Reedy then gave a brief background of why/how this project has come to fruition. Commissioner Hounshel also stated that the main purpose is to bring all 3 Courts, which are currently in 3 separate buildings, into 1 Court Building.

Dan Zuerner then informed architects of the expectations, cost and timeline for the project. Zuerner also asked architects to think about proposing a discount on the front end of their costs, with remainder paid once the Bond is issued.

Commissioner Hounshel then made a motion to adjourn to the tour that was to follow the Special Meeting. Commissioner Reedy seconded. Two (2) yes votes, motion carried.

Matt Reedy – President

Jerry Hounshel

Thomas M. Joray

Kathy Hohenstreiter - attest

Exhibit 'A'

**Revised Design Proposal & Project Development Time Line
Jackson County Judicial Center**

PROJECT TIMELINE

Monday July 11 th –	Requests for proposals are issued to selected and/or interested firms
Tuesday July 19 th –	Opportunity to view site and courts <i>(for any of the firms requesting such an opportunity via advance RSVP)</i>
Friday July 29 th –	Proposals Due at noon (EST)
Tuesday August 2 nd –	County Officials Evaluate Proposal Responses – 3:00 PM to 6:00 PM (Executive Session)
Wednesday August 3 rd -	Notice to A/E Firms of Selection for Interview
Tuesday August 9 th –	Conduct A/E Firm Interviews – 9:00 AM to 11:30 PM (Executive Session)
Tuesday, August 9 th	Select A/E Firm – 11:30 to 12:00 (Special Session – Commissioners)
Friday August 12 th -	Notice of A/E Firm Selection
August 16 th -	Commissioners to Approve Design Firm Contract
Friday September 23 rd –	Conceptual Design Finalized
Monday October 3 rd -	Present Conceptual Budget Validation
Wednesday November 9 th –	Design Documents to be 60% Complete
Wednesday November 30 th –	Present Anticipated Budget at 60% Design Completion
Monday December 5 th -	1 st Reading of Bond Ordinance Legislation
Monday December 19 th -	2 nd Reading of Bond Ordinance Legislation and vote by County Officials
February 20 th –	Design & to be 100% Complete
March 2017 -	Prepare final construction bidding documents, solicit bids, review bids
April 3, 2017 -	Award construction bids