



HIGHLANDS FIRE DISTRICT

FIRE BOARD OF DIRECTORS SPECIAL MEETING MINUTES • 9/05/17

A Special Meeting of the Fire Board of Directors was held on Tuesday, September 5, 2017 at Station 23, 3350 Old Munds Highway, Flagstaff, Arizona.

1. CALL TO ORDER. The meeting was called to order at 2:07 PM.
2. ROLL CALL. Chairperson Peter Kloeber, Clerk Jan Hirsch, Director Bill Murphy, and Director Robyn Martin were present. Director Brad Bippus arrived at 2:14 PM.

Administrative staff present included Chief Dirch Foreman, Ms. Jayme Jones, and Engineer Gross.

DISCUSSION REGARDING INTERVIEW PROCESS TO SELECT DESIGN/BUILD TEAM TO CONSTRUCT ADMINISTRATIVE OFFICES, BEAR JAW FACILITY, AND APPARATUS BAYS. The Board reviewed the interview questions. Chairperson Kloeber confirmed that the Design/Build Teams received the questions prior to this meeting. The Board discussed the intended process to begin the project. Director Murphy would like to know when the teams are available to begin the project. Chief Foreman informed the Board the both contractors anticipate completion by the end of 2018.

(Brad Bippus arrived at 2:14 PM.)

Chairperson Kloeber provided the Board with information regarding the matrix scores from the Construction Committee. The Board discussed the order of the teams ranking, and Chairperson Kloeber provided his personnel & professional opinion. Chairperson Kloeber invited Mr. Loven's team to set-up. Director Murphy asked if any others have a problem with the echo in the room; several people agreed. Those attending spoke among themselves for several minutes. Mr. Westover prepared their PowerPoint Presentation.

Chairperson Kloeber introduced himself, members of the Board, and District staff.

3. INTERVIEW WITH ARRINGTON WATKINS ARCHITECTS/LOVEN CONTACTING. At 2:30 PM, Chairperson Kloeber began the interview. Mr. Loven thanked the Board for the opportunity to present their proposal and respond to the Board's questions. He introduced the Design/Build Team: himself, Mike Loven, President and Founder of Loven Contracting; Matt Gorman, Principal Architect; Kevin Bond, Project Manager; and Robert Staszak, Project Superintendent. Mr. Loven emphasized the importance of the relationship between the team and the District, as well as the depth of experience building similar facilities. He explained that since day-to-day emergency operations will interface with the construction project, the team will need to be mindful of operations and mesh seamlessly.

Mr. Gorman provided information about himself and architectural firm, Arrington Watkins Architects. He described the Design/Build process. Mr. Gorman and Mr. Loven presented several past projects with none to very few change orders, of which some were completed early and under budget. They described their experience, challenges, and familiarity with building in areas of adverse

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climate conditions, specifically in Flagstaff. They believe timely communication is key; the team spoke about conducting productive, efficient, and prepared daily and weekly meetings to ensure goals are met; Mr. Loven will visit the site at least weekly. Also, project activity and correspondence will be tracked with specialized software.

Their vision is to fit the site well, use complementary materials and pallet, and apply an understanding of day-to-day operations. Design challenges may include working with existing site plan, separation of spaces, and code interpretation. Construction challenges may include procurement of a metal building, site safety, and minimizing impact. The team described tools to implement regarding day-to day management. Loven Contracting fully guarantees quality construction. The team has worked with Coconino County and foresees no issues. Mr. Loven anticipates starting construction in April and completing in October 2018. (See details in September 5, 2017 Special Meeting PowerPoint Presentation on file.)

The Board thanked Arrington Watkins Architects/Loven Contracting for their presentation.

4. RECESS. The Board recessed at 3:27 PM and engaged in informal discussion. Chairperson Kloeber adjourned the meeting at 3:35 PM. The Board and staff enjoyed refreshments courtesy of Director Martin. The Board reconvened at 4:00 PM.
5. INTERVIEW WITH JOHNSON WALZER ARCHITECTS/WOODRUFF CONSTRUCTION. At 4:00 PM, Chairperson Kloeber introduced himself, members of the Board, and District staff. Representing Johnson Walzer Architects/Woodruff Construction were Mr. Walzer, Project Manager; Mr. Whiteside, Lead Architect; Bud Woodruff, Project Director; Randal Ball, Project Manager, and Leondo Benally, Project Engineer. Mr. Walzer and Mr. Whiteside spoke about Design/Build process, and their commercial project experience. Several similar design projects were presented. Mr. Ball and Mr. Walzer discussed cost control; they provided an example of their working relationship, which provided savings for the client. Mr. Walzer said that “generally change orders are all about managing the contingency fund,”and in Design/Build, change orders are not common. In regards to Northern Arizona climate, Mr. Woodruff noted that they are able to work through winter conditions. Mr. Whiteside noted that they are very familiar with design for Northern Arizona Environment.

Mr. Walzer emphasized the importance of teamwork and collaboration between the architect, owner, and builder. In regards to meeting frequency, in the construction phase, there are weekly construction phase meetings on site. In the design phase, meetings are held weekly or as needed, and the owners are fully involved. An organized tracking log is kept. Mr. Woodruff will make occasional site inspections; however, the site will never be unattended.

The goal for the addition is that it is undetectable as an addition. This could be accomplished by using similar quality and complementary materials. Mr. Walzer presented conceptual drawings with roof slope variations. Mr. Benally explained the project management systems such as quality control inspections and checklists, budget and cost control tracking, and schedule adherence methods. Mr. Ball explained that the warranty philosophy is that there would be one point of contact for any problem, and quick response. In addition, Mr. Woodruff noted that the District would be provided a list of subcontractors to contact once the builders warranty has expired. Mr.

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Whiteside pointed out that there are three elements that go into the project: 1) the square footage, 2) quality level and 3) the budget. The District can control any two of those elements; the third will be determined by the contractor. Mr. Walzer informed the Board that they have done a considerable amount of work with Coconino County and are comfortable with working with them. The team anticipates beginning the project in mid-April and completing before January 1, 2019. (See details in September 5, 2017 Special Meeting PowerPoint Presentation on file.)

Chairperson Kloeber thanked JWA Architects/Woodruff Construction for their presentation. Mr. Woodruff thanked the Board for the opportunity.

6. DISCUSSION AND POSSIBLE ACTION REGARDING SELECTION OF DESIGN/BUILD TEAM TO CONSTRUCT ADMINISTRATIVE OFFICES, BEAR JAW FACILITY, AND APPARATUS BAYS. The Board discussed perceptions of the interviews. Director Murphy commented that it will be a very difficult decision because both teams have been in business for a long time and both do quality work. Director Hirsch commented that she appreciates that they are both local contractors. Director Martin commented that Loven Contracting seemed more professional. Engineer Gross preferred Mr. Loven because is a savvy businessman. Chairperson Kloeber commented that we can't go wrong with either of the teams. Chief Foreman liked both companies very much. He commented that Mr. Loven's presentation was more polished, but Mr. Woodruff would probably be more likely to keep costs within an affordable range. He believes both could do the job very well. Engineer Gross commented he believes that Mr. Loven provides a better warranty philosophy. Chairperson Kloeber provided his score for each question, and he appreciated the drawings provided by JWA Architects. After further discussion, a MOTION was made by Director Martin and was seconded by Director Murphy to select Loven Contracting; the MOTION was unanimously APPROVED.

The meeting adjourned at 5:33 PM.

Respectfully submitted,

Jayne Jones
Administrative Assistant III