



## **POOL/RECREATION CENTER STEERING COMMITTEE AGENDA**

**May 16<sup>th</sup>, 2022**

**THE POOL/RECREATION CENTER STEERING COMMITTEE SHALL HOLD A MEETING IN  
THE COUNCIL CHAMBER IN THE CITY HALL, LOCATED AT 121 S. MERIDIAN STREET,  
BEGINNING AT 6:00 P.M.**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PLEDGE OF ALLEGIANCE**
- 4. APPROVAL OF AGENDA**
- 5. OLD BUSINESS**
  - A. Discussion on Scoring Rubric from RFP Firm Interviews & Potential Action on recommendations to City Council for top A/E Firm & CMAR Firm.
  - B. General Discussion
- 6. ADJOURN**

*All items listed on this agenda are potential action items unless otherwise noted. The agenda may be modified or changed at the meeting without prior notice.*

*At any time during the meeting, the Pool/Recreation Center Steering Committee may meet in executive session for consultation concerning several matters (real estate, litigation, non-elected personnel and security).*

*This is an open meeting, open to the public, subject to the Kansas Open Meetings Act (KOMA). The City of Valley Center is committed to providing reasonable accommodations for persons with disabilities upon request of the individual. Individuals with disabilities requiring an accommodation to attend the meeting should contact the City Administrator in a timely manner, at [bclark@valleycenterks.org](mailto:bclark@valleycenterks.org) or by phone at (316)755-7310 ext. 105.*

*For additional information on any item on the agenda, please visit [www.valleycenterks.org](http://www.valleycenterks.org) or call (316) 755-7310.*

<b>Name of Interviewer</b>					
<b>Firm</b>					
<b>A/E Services Interview- Scoring Sheet</b>					
The purpose of the interview is to determine whether the committee and the A/E Design Services Team have compatible objectives, perspectives, and attitudes. Questions should explore those concerns and the overall “chemistry” of the committee and the A/E Design Team relationship.					
<b>Evaluation Criteria</b> 1- Unacceptable, 2- Below Standard, 3- Meets Standard, 4- Above Standard, 5- Exceeds Standard					
<b>1: EXPERIENCE &amp; ENGAGEMENT</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>A. Experience</b> - Provided information that documents your firm’s team overall qualifications, experience, background, capacity, and number of years of experience regarding the type of services required.					
<b>B. Engagement</b> – Described the firm’s approach to working in conjunction with the committee to engage the community for the next design phase.					
<b>2: PERFORMANCE</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Described projects performed or contracts with other committees with respect to such factors as quality of work, project budgets at or below the GMP, and ability to meet schedules. Demonstrate the experience of the firm and personnel in the performance of similar Community Engagement services with a Construction Manager.					
<b>3: PROJECT COMMITTEE INVOLVEMENT</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Outlined the approach to this type of project and identify critical or unique issues specific to this project. Outline a communications process and explain unique approaches used elsewhere.					
<b>4: INTERVIEW/ORAL PRESENTATION</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Firm demonstrated the ability to address potential challenges to the project. They have the capacity to meet hard deadlines and have a track record to prove it.					
<b>5: FEES</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Estimate of the firm’s fees based on a successful completion of projects. Explanation of all other potential fees included.					

<b>Name of Interviewer</b>					
<b>Firm</b>					
<b>Construction Services Interview- Scoring Sheet</b>					
The purpose of the interview is to determine whether the committee and the Construction Services Team have compatible objectives, perspectives, and attitudes. Questions should explore those concerns and the overall “chemistry” of the committee/CM Team relationship.					
<b>Evaluation Criteria</b> 1- Unacceptable, 2- Below Standard, 3- Meets Standard, 4- Above Standard, 5- Exceeds Standard					
<b>1: EXPERIENCE &amp; ENGAGEMENT</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
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