



PROJECT TEAM MEETING MINUTES

MEETING PURPOSE: A/E Kick-off Meeting

DATE: April 6, 2010

TIME: 1:00 PM

LOCATION: RISE Conference Room, Anchorage, Alaska

ATTENDEES: David Moore, AAI; Larz Hitchcock, AAI; Boyd Morgenthaler, AMC Engineers; Dan Bockhorst, KGB; Mike Houts, KGB; Scott Brandt-Erichsen, KGB; Don Simmons, RISE Alaska; Kent Crandall, RISE Alaska; and Cynthia Oistad, RISE Alaska.

NOTE: Red type indicates an Action Item.

I. INTRODUCTIONS

Kent Crandall welcomed everyone to the Kick-off Meeting for the Ketchikan Aquatic Center project. All team members introduced themselves. Ketchikan Gateway Borough (KGB) representatives participated in the meeting via teleconference.

- David Moore, Architects Alaska (AAI)
- Larz Hitchcock, AAI
- Boyd Morgenthaler, AMC Engineers (AMC)
- Dan Bockhorst, KGB
- Mike Houts, KGB
- Scott Brandt-Erichsen, KGB
- Don Simmons, RISE Alaska (RISE)
- Kent Crandall, RISE
- Cynthia Oistad, RISE

II. KAC WORKSHOP #1 – PROGRAMMING MEETINGS*

**MEETING PURPOSE AND SUGGESTED ATTENDEES WERE CLARIFIED BY AAI FOLLOWING THE MEETING.*

The Design Team and the Borough have agreed to establish a Project Committee. The Project Committee will serve as the primary entity responsible for addressing and interpreting the Borough’s goals and objectives to the Design Team. The Project Committee will consist of the Borough Manager, Borough Attorney, and Borough Finance Director, and two members from the Borough Assembly. Within the Project Committee, there will be a “core group” of the Borough Manager and Borough Finance Director. The core group will have a higher level of interaction with the Design team and will attend all design meetings if practical. The balance



Ketchikan Aquatic Center

of the Project Committee, the Borough Attorney and Assembly Members, will participate in meeting as needed but will primarily participate in summary level meetings and project decision making. There may be other Project Committee or core group members as the Borough deems appropriate at particular intervals.

April 20, 1pm-4pm, Aquatic Consultant Meeting:

1. Design Team Members: David Moore, Larz Hitchcock and Doug Cook.
2. Purpose: Focus on programmatic uses of the pools. We will establish what programs will be offered at the new facility and how the pool design should respond to those uses.
3. Ideal Attendees: General Steering Committee core group, Additional Parks and Rec Employees Susan Wall, Mike Smithers, and Karen Taylor. Also recommend someone from the School District to represent the Educational and Competitive programs offered at the pool, to assure that the programs are considered appropriately in the design of the pool. If the pool is to be used by other groups (such as health rehabilitation, senior exercise programs)), it would be helpful to have someone attend who could speak to those uses.

Dan Bockhorst pointed out there is an educational program in the DEED Ed Spec for the pool with information on the requirements needed for funding. Dan also stated there are design specifications in the KGB-DEED Agreement that has been drafted. The aquatic center design will need to comply with those requirements as well. **Dan will send a copy of DEED Ed Spec to Don (RISE) for distribution to the team. Don Simmons will send a draft of the KGB-DEED agreement to AAI. David will forward to RISE the DEED Pool Guidelines with information on funding requirements.**

Don added that RISE will assemble a KAC Project Team Directory for the team and Borough in MS Excel. Larz Hitchcock said he will send Don contact information for AAI's team members and subconsultant team.

Kent clarified the reason for the program verification is to make sure there haven't been any changes or shift in direction from the original concept/program (rectangular pool with removable bulkhead vs. L-shaped pool). The project team wants to make sure there is clear direction from the outset of the project.

Dan Bockhorst noted that while Jensen-Yorba-Lott (JYL) had prepared a conceptual design of the aquatic center, Architects Alaska was expected to take a fresh look at the project and not proceed simply on the basis of the JYL conceptual plan. Dan noted further that some of the respondents to the recent Architectural/Engineering Services proposal (e.g., BCRA) had specific criticisms of the JYL conceptual design and that those criticisms should be reviewed by Architects Alaska.



Ketchikan Aquatic Center

April 21, 8am-noon, General Facility Requirements Meeting:

1. Design Team Members: David Moore, Larz Hitchcock, Mark Langberg (mechanical), Ed Peck (electrical).
2. Purpose: Focus on the building itself and the systems of the building. We will discuss maintenance issues, material selections, mechanical and electrical systems.
3. Ideal Attendees: General Steering Committee core group, Parks & Rec Supervisor, Public Works Director, and any Borough employees who will be responsible for maintenance and custodial care of the facility.

April 21, 1pm-4pm, Site Design Meeting:

1. Design Team Members: David Moore, Larz Hitchcock, Adam McGill (civil), Peter Briggs (landscape), Brian Martens (Geotech/Survey).
2. Purpose: Focus on Site Development. Parking, vehicular drop-off and circulation, pedestrian access, landscaping, building placement, and relationship of the site development relative to adjacent facilities, the neighborhood, and the community in general.
3. Ideal Attendees: General Steering Committee core group, Planning Department, Public Works Director, Someone to represent the schools adjacent to the project, and users of the maintenance shop.

April 21, 4:30pm-6:00pm, Executive Summary

- i. Design Team Members: David Moore, Larz Hitchcock, Adam McGill (civil), Peter Briggs (landscape), Brian Martens (Geotech/Survey).
- ii. Purpose: Provide an executive summary of Workshop #1
- iii. Ideal Attendees: General Steering Committee, Assembly Members, Planning Department, Public Works Director, Parks & Rec Supervisor, School District Superintendent and School Board Members.

Public Input- Kent commented we should set a time to invite the public to participate in this process, let public know we have heard them and share information on the direction project team is taking. Dan added that the last public session for the KAC was held in early May 2009. He agreed the public should be involved early in the project. Larz clarified that AAI proposes to do the programming first with key stakeholders and then have preliminary schematic in early May (possibly May 6, after Schematic Design Workshop) to present to the public. Dave clarified that the first set of meetings is to gather information for the design team and it would be better to bring something visual (toward the end of schematic design) to share with the public.

Dan welcomed AAI to the team. As noted above, he stated the Borough is not locked into the JYL Conceptual Plan and is open to new ideas from the design team. Dave said he plans to use



Ketchikan Aquatic Center

the concept as a starting point for discussions and investigate what elements KGB likes and doesn't like about the concept plan. The Schematic Design will be based off the program that is refined/developed during the programming workshops.

III. KAC WORKSHOP #2 - SCHEMATIC DESIGN

Dave proposed we hold the Schematic Design workshop on Thursday, May 6th. AAI will bring the preliminary program to the workshop and present some concept sketches that will be the basis of the Schematic Design. AAI anticipates this will be a one-day, afternoon workshop for Steering Committee, stakeholders and the design team. **KGB will run date by Steering Committee and stakeholders to see about availability.**

IV. FINAL SCHEMATIC DESIGN WORKSHOP/ PUBLIC MEETING

Dave proposed scheduling this workshop in mid-June, to present final schematic design to public. Wednesday, June 16 was proposed as a tentative meeting date.

Dan asked the project team to develop a list of proposed meeting dates and times for him to review with other stakeholders to check on availability. **RISE will develop this meeting schedule with AAI and send tentative schedule to KGB.**

Dan added that when the project team holds public meetings for this project, KGB can televise the meeting and provide web streaming to provide multiple options for the public to stay informed about the project.

V. ALTERNATIVE ENERGY ANALYSIS

Dave said the project team will conduct a thorough Alternative Energy Analysis for this KAC project so we can make an informed decision before we progress too far into design. Dan added there are enthusiasts from the KGB Assembly, public, and R&M Engineering that are advocates of bio-fuel alternatives for energy with ground source heat as a secondary option. On the other hand, there are others who are skeptical of these solutions. He stated that Alternative Energy alternatives should be examined seriously with a professional, credible evaluation to determine best energy solution for this project. Project team must provide a serious evaluation of this option, with rational reasons for why we may want to move forward or not. Analysis shall be sensible, practical, and efficient. The goal would be that ten years down the road, the system is as feasible as the day it was installed.

Boyd Morgenthaler asked, "Are there enthusiasts for ground source heat pumps as well?" Dan responded there are enthusiasts for solutions that are practical and efficient. Wood-fire boilers have received a lot of attention from the Craig Pool, but unless the State or federal government is going to help finance, it may not work. If the Alternative Energy Analysis shows that ground source heat pumps makes the most sense in terms of long-term efficiency



Ketchikan Aquatic Center

and life cycle cost, than that will be determined as the best solution. Dan added that when considering the wood/fuel option, we need to consider supply of resources that will be available.

Boyd clarified the design team has no preconceived solution and just wants to know the boundaries for the analysis. In preliminary discussions about this Alternative Energy Analysis, there are two factors that may or may not be “dealbreakers”:

1. **Site space availability.** If we use ground-source heat pumps, we are looking at one well every 200 SF depending on how we set them up. That will require approximately 150-200 wells on the site with ½ acre of well field. If we don’t have ½ acre of well field to use, do we quit the analysis or do we continue? Well pumps could be under the ground, but Boyd is not far enough along to know exactly how they can be configured to work on the site. Dan said there is a considerable amount of Borough-owned property in close proximity to the site that could be used, depending on how close the wells need to be to the site. He said there has also been some discussion to supplying heat to adjacent school building.
2. **Schedule.** The KAC project is scheduled to begin construction in the winter of 2010. If development of fuel source takes a long time, will the factor that it doesn’t fit the schedule, make the alternative unfeasible? If we go with the bio-fuel alternative, we will have to negotiate supply, negotiate shipping, negotiate a place for it to be off loaded and stored, etc. If the process of developing certainty about this alternative causes delaying the whole project significantly, would KGB be willing to delay the project to develop that certainty?

Dan responded he is concerned about delays with regard to construction cost escalation. He wishes to pursue a project schedule that is responsible and doesn’t want to see the project delayed a significant amount of time by uncertainty related to alternative energy. This project and selection of energy source solution will require Assembly and public review. If the analysis shows that it makes sense to pursue bio-fuel/ground source heat pumps, he hopes we can do it without causing delays.

Mike Houts clarified that KGB wishes to look at more than one heat source for this project. Boyd stated that the design team would use oil boilers as the basis of design and work with KGB and cost estimator to get long-term fuel cost. This will be the benchmark to evaluate other energy alternatives. The Alternate Energy Analysis will consider the conceptual first cost and operating cost of each solution. The team will also look at life cycle costs to make a recommendation.

Dan asked if there were funding opportunities with Alaska Energy Authority that might make this option more attractive/affordable. Most of these systems rely on some kind of



Ketchikan Aquatic Center

first cost subsidy grant to make them work. Don noted that in our analysis we should factor in the possibility that if we are not successful in getting a grant, the cost will come out of the project cost. **Dan will check with Alaska Energy Authority to see about possible grant opportunities.**

David said it will be important to make big decisions early and make good decisions. One of the reasons we are focusing on Alternative Energy Analysis now is so the design team can design around it. Dan was supportive of this process and added the KGB Assembly will need to weigh in on this issue.

Boyd remarked that energy studies can be quite extensive. The design team's approach will be to conduct a reasonable analysis to make an informed decision on first cost and operating costs. This analysis will not be exhaustive, but will provide enough information for the team assess its comfort in making decision to move forward or not.

Mike asked if a bio-fuel system could be added later on after the new Aquatic Center is open. Boyd responded that a wood-fired boiler could be added in the future, but a ground source heat pump system could not. A ground source heat pump system must be incorporated from the beginning because it requires larger pipes, coils, cabinet unit heaters, etc. to operate.

Dan added again that it is important to address this energy analysis credibly and professionally with a clear recommendation from AAI, RISE and KGB staff to make Assembly feel comfortable with the decision. There is a strong interest in community at looking at wood-fuel boilers. There are a number of materials that were developed by Trevor Sande (R&M), and articles in newspapers about Craig and Haines pools. There are individuals that will be pushing toward wood-fuel solution. Dan clarified it is important to do what is right for the project based on credible analysis, not what is politically expedient. **Dan will send articles and background information to RISE to forward on to design team.**

Boyd agreed the design team will remain objective and doesn't have a preconceived notion about the solution. **Boyd/AMC will start Alternative Energy Analysis now so we can bring information to the April 21st meeting on General Facility Requirements.**

VI. DESIGN TEAM REQUESTS

RISE provided the as-built drawings AAI requested, but AAI still needs the CAD base files for the existing recreation center. This is a critical item for the design/programming. **Don will contact Kumin to try and get the files.**

VII. DESIGN ISSUES

None were discussed.



VIII. DELIVERABLES

Program Document: Dave clarified that the program document is a written description of design criteria for the facility. It will include a list of spaces with details for each space and documentation of all the information collected from the programming meetings. The KAC program will be fairly comprehensive with detailed information about the pool, room schedule, items from DEED information and outline specs. Kent added the approved Ed Spec will go a long way to setting the basis for the KAC program.

Dan stated that while we need to make sure we move this project along timely, the KAC is one of the most expensive and important projects ever undertaken by the KGB; therefore, we should not be a slave to the schedule. In other words, Dan stressed that the KGB will not sacrifice quality decision making and work products for the sake of meeting a schedule that is flexible. It is important to have the public, Mayor and Assembly provide meaningful input throughout the process.

AAI will give KGB a pre-final copy of the program document that can be shared with the public for review. AAI said they can continue to work on the design during review periods.

Schematic Design Drawings and Narrative: Don commented that the major public/Assembly review periods are at the end of each design phase. Design is an iterative process and there will be decisions required at and within each phase. The KAC Steering Committee can provide input into the process at each iteration while the public can weigh in at end of each design phase. Dan agreed this was a good approach to keep the project momentum going while also providing good public input/review throughout the design.

As noted above, Dan said he doesn't want the project to be compromised to try to meet aggressive schedule. Dave responded that the only part of the schedule that is tight is Schematic Design and he will make sure KGB has enough time to review and make decisions. After Schematic Design, the schedule is more than adequate and less aggressive.

Schematic Design Cost Estimate: – This cost estimate will be based on drawings and narrative and will be provided around June 18. Kent clarified for KGB that we won't receive cost estimates until the end of the Schematic Design review period.

IX. AAI ASSISTANCE WITH CM/GC SELECTION

Don clarified RISE will assemble the CM/GC RFP package and AAI will provide design documents to support the CM/GC RFP. AAI may participate on selection committee, but that is to be determined.

X. CONTRACT EXECUTION



Ketchikan Aquatic Center

AAI's insurance company is putting together the additional insurance. Certificate of insurance is needed.

A/E Services Contract was approved by Assembly last night without modification, ready to execute and move forward. There was no substantive discussion by the Assembly, indicating that the Assembly was pleased with the proposed contract. There was some discussion on the bio-fuels analysis scope and schedule and Assembly wanted assurance the analysis will be substantive.

Don will email contract for David's signature today. AAI will execute two copies of signature pages, sign, mail to KGB and KGB will assemble the contract docs and send a complete contract set back to AAI.

Meeting was adjourned at 2:25 pm.

These minutes reflect RISE Alaska's understanding of items discussed. Please reply with corrections, comments or additions prior to the next Project Team meeting.