

**APWA KC Metro Chapter
Facilities & Grounds Committee Meeting**

Meeting Minutes

March 9, 2022

8:30am

via Microsoft Teams

Present: Dan Brown Walter P Moore
Dan Maginn Dake Wells Architecture
Stephanie Boyce City of Raytown

Absent: None

On this date the attendees listed above met to discuss the following items:

- Reviewed goals for 2022 and finalized.
- Discussed updates on Action Items from last meeting:
 - Brown reached out to Matt Harper, APWA National Education Manager and Staff Liaison for the F&G Committee regarding event focused on Facilities and Grounds Certification. Matt said the lead would be Deanne Cross, but she won't be back in the office until late March. Brown will plan to meet with Matt and Deanne then to discuss further. Tentative time for event will be April/May.
 - Maginn reviewed the email he sent where he brainstormed the "Creating a Responsive Public Works RFQ/P for Facility Design and Maintenance Contracts". The group discussed possible panelists:
 - Ingrid Bunn – City Architects Office of KCMO
 - Engineer from a City in Kansas responsible for facility contracting
 - Stephanie Boyce - City of Raytown (PW maintenance perspective)
 - Andrew Cooper – Oertel Architects in St. Paul, MN (outside and architect's perspective)
 - A local bidder of maintenance services

Attendees will be individuals in Public Works Departments who are considering issuing an RFQ/P in the future, for Facility Design or Maintenance Contracts. Description of the event:

- Panelists will provide an informal peek behind the scenes in the RFQ/P process for Public Works Maintenance Contracts and Facility Design Contracts. With viewpoints from Engineers and Architects on the Municipal side having recently issued RFQ/Ps, to those responding to the calls, the panel will encourage dialogue on recent best practices. Attendees will benefit from lessons learned on past RFQ/Ps and will participate in a discussion on future trends and pitfalls to avoid.

The target time for this event is late summer / early fall.

- Boyce reached out to Jermel Stevenson, KC Park & Rec Directors Association (KCMPRDA) and Gary Gates, MO Parks & Rec Association (MPRA). Heard back from Jermel's assistant director. Discussed some possible topics for joint meeting:

- Leading and protecting during re-opening post pandemic
 - Reopening plans
 - Facility cleaning process
 - Park/Grounds maintenance process
- ADA Compliance
- Asset Management
- Facilities and Grounds Condition Assessment (potential speakers – Kerry Newman from SFS and someone from the grounds side)
- Negotiation of contracts
- Addressing homelessness
- Target date – winter; maybe November
- Discussed another event could be a tour followed by a happy hour. The new Prairie Village Public Works Facility was discussed as a possibility. Brown to reach out to Keith Bredehoeft, PV PW Director, to discuss.

Action Items:

- Boyce to reach out to Jermel and Bryan with Overland Park to discuss potential topic, date, location, speaker and lunch options.
- Maginn to reach out to contacts discussed for RFQ/P Panel Event.
- Brown to send final 2022 Goals to Executive Committee Liaison, Mark Stinson and Chapter President Alysén Abel.
- Brown to review the APWA calendar for major events planned to schedule F&G events around those.
- Brown to reach out to Keith Bredehoeft about touring new Prairie Village Public Works Facility.
- Brown to meet with Matt Harper and Deanne Cross.
- Brown to reach out to Kyle Dieckmann from City of OP to get a suggestion for their person that manages RFQ/P for facilities.

Next meeting: April 13, 2022 – 8:30am - via Zoom