



The Mission of the Community Council is to facilitate a connected and welcoming community that instills pride and a sense of belonging in each DC Ranch resident. The Council's work includes visioning and facilitating initiatives that enhance residents' quality of life, serve collective interests and promote the DC Ranch brand. These benefits make DC Ranch a very special place to live.

BOARD MEETING

January 6, 2022

5:30 p.m.

Via Zoom <https://us02web.zoom.us/j/81904197395>

AGENDA

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| I. Call to Order | Bud Kern |
| II. Establish Quorum | Bud Kern |
| III. Consider Selection of Design Build Team for the Desert Camp Site Improvement Project and Authorize Executive Director to Negotiate Contract | Lynette Whitener |
| IV. Discuss Project Design Decision-Making Approach | Jenna Kohl |
| V. Adjourn Meeting | Bud Kern |

Resident comment will be welcome on the listed agenda topics; please note interest in speaking by using the "raise hand" feature or enter a comment in the chat.

COMMUNITY VALUES

- Sense of Community
- Healthy Lifestyles
- Artistic and Cultural Opportunities
- Diversity and Inclusiveness
- Lifelong Learning
- Family
- Environmental Stewardship
- Relationship with the Larger Community



To: DC Ranch Community Council Board of Directors

From: Jenna Kohl, Executive Director
Mike Fenzel, Facilities and Recreation Director
Lynette Whitener, Events and Programs Senior Manager

Date: 12/31/2021

Subject: *MP - Desert Camp Site Improvement Project Design Build Team Recommendation*

Recommendation

Staff recommends that the Community Council Board of Directors authorize the Executive Director to enter into contract negotiations for the Desert Camp Site Improvement Project with the Design Build Team as recommended by the selection team.

Overview

History. At the Sept. 21 Community Council Board meeting, the Board accepted the final Space Needs Assessment and Master Plan Concept Design as presented by Holly Street Studio and directed staff to invite three contractor-architect teams to submit a proposal in response to a request for qualifications (RFQ) for a design-build approach for the Desert Camp Site Improvement Project.

Design Build Teams. Staff sought input from master plan committee members and others on their experience with general contractors/architects and conducted research on similar projects to create a list of general contractors/architects to include. Upon further research a short list of three general contractors and two architects were invited to provide their statement of qualifications. General contractors and architects teamed up to provide DC Ranch with three design build team options.

Selection Team. A selection team was established consisting of three board directors, two master plan committee members, and three staff members which developed an interview guide and criteria which were used to interview three design build teams in December. Over a few weeks the selection team spent time interviewing the design build teams consisting of their project executive, project manager, executive architect, lead estimator, and superintendent. The selection team also researched their current and/or past projects, conducted reference checks and completed site visits. This research along with their interview led the team to make their recommendation.

Next Steps

Upon Board approval, the Council Executive Director and Senior Manager of Facilities will work with the chosen Design Build Team on contract negotiation and will provide an update at the Jan. 27 Board meeting.

More details on this project can be found at dcranch.com/masterplan.

Staff will present the specific committee recommendation at the meeting.



DC Ranch Community Council

To: DC Ranch Community Council Board of Directors
From: Jenna Kohl, Executive Director
Date: 12/15/2021
Subject: *Approach to Design Decision-Making for Desert Camp Site Improvement Project*

Overview

As we move into the selection of the Design-Build Team for the Desert Camp Site Improvement Project, one objective up front is to establish expectations for making decisions, particularly related to design. While our approach will be refined with the chosen Design-Build Team, this memo outlines some initial concepts for the Board's review.

Design decisions will be driven by the Design-Build Team based on their expertise and will also be subject to:

- Best practices and industry standards
- City of Scottsdale requirements
- Design-Build Team expertise
- Board Direction
- Staff Feedback
- Existing DC Ranch aesthetic and brand guidelines
- Operations, logistics, and program needs

To facilitate a streamlined process, staff will work with the Design-Build Team to finalize an approach to decision-making that will ultimately be shared with the Board. Generally, at this stage, the major decisions will fall to the Board and Staff. Because people will have varying opinions on design, this can be a sensitive area, particularly when undertaking the first major capital project in a community. We want to ensure that voices are heard and avoid the proverbial "too many cooks in the kitchen" scenario. Design is oftentimes subjective, and too many opinions can delay the process and lead to scope creep (and therefore increased budget demand). A preferred approach is one that is identified up front and thoroughly explained to all parties. In sum, the Board sets the parameters and authorizes staff to work within those parameters, similar to how we approach other projects and initiatives.

The Executive Director will create a staff project team that will be responsible for the following:

- Working with the Design-Build team to develop and bring project recommendations to the Board, and facilitating design sessions between the Design-Build team and Board members
- Making necessary day-to-day decisions that do not require Board input

- Overseeing daily construction and site operations
- Processing project-related paperwork, payments and invoices, etc.
- Meeting regularly with the Design-Build team throughout the project
- Resident communication and project updates
- General project facilitation and oversight

The Board's role is to establish overall expectations for the project. Board-level decisions will generally take place at a special or regular Board meeting. Board members should not be involved in the day-to-day project details, like any Council project. Board input or feedback can be shared with the Executive Director. Staff will keep the entire Board updated and involved throughout the project.

Staff may tap into residents or other experts with knowledge or experience in specific areas to gather their feedback and ideas in an advisory capacity only. Examples could include soliciting input from the pickleball club on the design of new courts, or tapping into Okanogan on the walking path design.

Staff is committed to transparency and generating excitement and accountability surrounding the project, and will work with the Design-Build team to develop a robust approach to updating the Board, property owners surrounding Desert Camp Community Center, and the community-at-large about the project and its progress. This will include a groundbreaking ceremony, and a community celebration with a ribbon cutting at the end of the project.

Below is a recommended approach for making design decisions; this is subject to change based on Board feedback and input from the Design-Build Team.

Level 1A: Overall Project Design Aesthetic Theme and Layout – Board (Board) and Staff Project Team (SPT) with Design-Build Team

The Board sets broad parameters for design that align with DC Ranch's overall aesthetics. They will be intimately involved in the overall layout and flow of the new spaces.

Level 1B: Scope of Work Changes – Board and SPT with Design-Build Team

Once the Board has authorized the project design and components, staff will carry out the project and make any necessary project decisions on a day-to-day basis. If decisions arise outside of the agreed upon scope that do not fall within planned contingency projects or project guaranteed maximum price (i.e. if the Board wants to consider project enhancements or unanticipated costs that cannot be accommodated within the project contingency arise), staff will bring those decisions to the Board.

Level 2: Operational, Logistic, and Detailed Design Decisions: SPT with Design-Build Team

Day-to-day decisions will be made by the SPT with final approval by the Executive Director.

Recommendation and Next Steps

Staff welcomes Board input on the suggested approach outlined above. Staff will share this feedback with the chosen Design-Build team and will develop a final decision-making matrix after gathering the team's feedback.